

Nishnawbe-Aski Legal Services Corporation

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April 26, 2007

Chantelle Johnson
94 Pine Street
Thunder Bay, Ontario
P7A 5X3

Dear Ms. Johnson:

Thank you for your interest in NALSC and for participating in the interview and selection process. After contacting your references, we are happy to offer you the position of Restorative Justice/Special Projects Assistant.

You shall commence your employment on Tuesday, May 1, 2007 at 9:00 a.m. at a salary of \$34,500.00 per year. ~~NALSC also provides a benefits package which will be explained to you.~~ If you are a "Status Indian", this income is currently tax exempt. You will work out of the Thunder Bay office located at 86 S. Cumberland Street.

Derek Lyons is the Restorative Justice Coordinator, and as such is one of your direct supervisors. Once we hire a Special Projects Manager, you will also be working for that person. On occasion, you may also be asked to help Claudia Belda, our Legal Education Officer. You are also accountable to me, the Executive Director, for overall work performance. Pursuant to the policies of NALSC, you will be on probation for a period of 3 months, at which time your performance will be reviewed.

For the first week or so of your employment, you will receive orientation and training. We will also get you set up on payroll and benefits. Please bring your banking information, including a void cheque, and your status card, if applicable, 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.

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

Sincerely,



Evelyn J. Baxter
Executive Director

c.c. Derek Lyons
Personnel File

Mailing Address:

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

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

E-mail: info@nanlegal.on.ca
Website:
[Http://www.nanlegal.on.ca](http://www.nanlegal.on.ca)



Head Office:

Mattagami First Nation
75 Helen Street
P.O. Box 99
Via Gogama, Ontario
P0M 1W0

EMPLOYMENT CONTRACT

This agreement made in triplicate this 1st day of May, 2007.

BETWEEN:

NISHNAWBE ASKI LEGAL SERVICES CORPORATION
(hereinafter referred to as "NALSC")

OF THE FIRST PART

-and-

CHANTELLE JOHNSON
(hereinafter referred to as the "Administrative Assistant")

OF THE SECOND PART

Nishnawbe Aski Legal Services Corporation hereby employs CHANTELLE JOHNSON to fill the position of Administrative Assistant ("Assistant"). The following shall be the terms and conditions of employment:

1. TERMS OF REFERENCE

- 1.1 The Assistant undertakes to perform and to be responsible for the duties and responsibilities of the position as outlined in Schedule "A" attached to this Agreement.
- 1.2 The Assistant will report to and be responsible to Special Projects Manager and the Restorative Justice Coordinator on a day to day basis, and to the Executive Director for overall work performance.
- 1.3 Day to day duties will be assigned and supervised by the Special Projects Manager and/or the Restorative Justice Coordinator or his/her designate.
- 1.4 **Hours of Work/Accessibility**
The Assistant will work five days per week during normal business hours (pursuant to the NALSC Personnel Policies & Procedures Manual) and such other times as may be required to carry out the functions of the position, with the prior written approval of her supervisor(s) on the day(s) in question.
- 1.5 The Assistant agrees to comply with all lawful instructions given by her supervisors or Executive Director or their designates.
- 1.6 The Assistant agrees to adhere to all personnel and administrative policies approved by the Board of NALSC (the "NALSC Personnel Policies & Procedures Manual") and as administered by the Executive Director.

- 1.7 The Assistant is deemed to be a term employee for the purposes and application of the NALSC policies, as amended, and except as otherwise agreed to in this agreement.
- 1.8 The Assistant shall generally carry out the duties and responsibilities of employment at Thunder Bay, Ontario. Travel to NAN First Nations and communities throughout Ontario may be required as part of the duties of employment at the request of NALSC.

2. **CONTRACT TERM**

- 2.1 This Agreement shall be for a period of less than one year starting on May 1, 2007, and ending on March 28, 2008. The Assistant agrees to provide the services outlined in Schedule "A" for this period and NALSC agrees to employ the Assistant for the length of this term in accordance with the terms and conditions contained in this Agreement.
- 2.2 NALSC further agrees to provide the Assistant with notice of its intention to renew or extend this Agreement in anticipation of the contemplated expiry hereof, on such terms as may be agreed upon. Failure of NALSC to provide notice of its intention to extend or renew the contract beyond March 28, 2008 shall be deemed to be notice of the termination/expiration of this Agreement.
- 2.3 The Assistant's performance shall be reviewed by NALSC. The Assistant will receive an evaluation after three months of the execution of this Agreement, pursuant to the probation requirements in the Personnel Policy, identifying strengths and areas for improvement. NALSC reserves the right to evaluate the Assistant at any time during the course of this Agreement if it is deemed to be necessary.

3. **FINANCIAL ARRANGEMENTS**

- 3.1 **Contract Amount**
The Assistant shall be paid at a fixed salary of \$34,500.00 per year, and such salary shall be paid bi-weekly, with the mandatory deductions made for E.I., C.P.P., and Income Tax, if applicable.
- 3.2 **Benefits**
Nishnawbe Aski Legal Services Corporation shall provide the Assistant with the following benefits, which benefits will come into effect at the end of her probation period:
- a) As set out in Personnel Policy and Procedures Manual
 - b) Great West Life Group Insurance and FAAP
- 3.3 **Travel Expenses**
The Assistant will be reimbursed for all the travel expenses necessarily incurred in carrying out the duties and responsibilities of employment, provided that advance approval for such expense is provided by her supervisors or Executive Director. Reimbursement will be limited to the following items:

- a) Hotel (room and tax only)
- b) Méals
- c) Economy Airfare
- d) Taxis (receipts required)
- e) Mileage (pursuant to NALSC Mileage Policy and limited to equivalent of one economy round trip fare)

4. TERMINATION

- 4.1 This Agreement may be terminated by NALSC at any time without notice in writing for just cause.
- 4.2 In addition to the reasons hereinbefore, NALSC may terminate this Agreement without just cause given with two weeks notice or by the payment to the Assistant of two weeks pay in lieu of notice, inclusive of benefits.
- 4.3 The Assistant hereby acknowledges the unique circumstances of NALSC as a not-for-profit corporation dependent on public funds to operate. As such the programs/projects under which the Assistant's services are provided are dependent on the provision of continued funding by the Ministry of Children and Youth Services or any other agency or Ministry that may contribute to the continuation of the projects at NALSC. In the event that funding for the programs is ended, then this Agreement will be terminated.

5. CONFIDENTIALITY

- 5.1 The Assistant shall treat as private and confidential, both during as well as after this Agreement, any information concerning the affairs of NALSC, any information related to clients of NALSC to which she becomes privy during the course of this Agreement, and agrees not to divulge any such information to any other person. In addition to the foregoing, the Assistant shall ensure that any information relating to the identity of clientele will be kept absolutely and strictly confidential and shall not be divulged to any person or organization not entitled to this information whatsoever or howsoever.

Failure to keep all information confidential constitutes a breach of this employment contract entitling NALSC to terminate the agreement without notice.

6. CONFLICT OF INTEREST

- 6.1 The Assistant agrees to refrain from any dealings with any business, partnership or undertaking, which do or which have the potential to conflict with any activity of NALSC.

7. ASSIGNMENT OF RIGHTS

- 7.1 The rights, which accrue, to NALSC under this Agreement shall pass to its successors or assigns.
The rights of the Assistant under this Agreement are not assignable or transferable in any manner whatsoever.

8. SEVERABILITY

- 8.1 In the event that any provision in this Agreement shall be deemed void or invalid by a court of competent jurisdiction, the remaining provisions shall be and remain in full force and effect.

9. WAIVER

- 9.1 The waiver by either party of any breach or violation of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach or violation of it.

10. ENTIRE AGREEMENT

- 10.1 This Agreement constitutes the entire agreement between the parties with respect to the employment of the Assistant and any and all previous agreements, written or oral, express or implied between the parties or on their behalf relating to the employment of the Assistant by NALSC are terminated and cancelled and each of the parties releases and forever discharges the other of and from all manner of action, causes of action, claims or demands under or in respect of any agreement.

11. MODIFICATION OF AGREEMENT

- 11.1 Any modification of this Agreement must be in writing, signed by the parties or it shall have no effect and shall be void.

12. GOVERNING LAW

- 12.1 This Agreement shall be governed by and construed in accordance with the laws of the Canada or the Province of Ontario, as the case may be.

13. HEADINGS

- 13.1 The headings utilized in this Agreement are for convenience only and are not to be construed in any way as additions to or limitations of the covenants and Agreements contained in this Agreement.

14. NOTICES

- 14.1 a) Any notice required or permitted to be given to the Assistant shall be sufficiently given if delivered to the Assistant personally or if mailed by registered mail to the Assistant's address last known to NALSC.

b) Any notice required or permitted to be given to NALSC shall be sufficiently given if mailed by registered mail to the NALSC at its address last known to the Assistant.

c) Any notice given by mail shall be deemed to have been given seventy-two (72) hours after the time it is posted.

15. INDEPENDENT LEGAL ADVICE

15.1 The Assistant acknowledges that she has read and understands this Agreement, and acknowledges that he has had the opportunity to obtain independent legal advice with respect to it.


IN WITNESS WHEREOF the Parties have duly executed this Agreement this 1st day of May, 2007, in the City of Thunder Bay, in the Province of Ontario.

SIGNED, SEALED AND DELIVERED

In the presence of:




WITNESS



CHANTELLE JOHNSON

**NISHNAWBE-ASKI LEGAL
SERVICES CORPORATION**

Per: 

I have authority to bind the corporation.



NISHNAWBE-ASKI LEGAL SERVICES
SPECIAL PROJECTS ASSISTANT

JOB DESCRIPTION

DESCRIPTION:

The Special Projects Assistant provides clerical and administrative support to the Special Projects Manager for all special projects undertaken by NALSC. At times the assistant may be required to assist other departments of the corporation or take on additional duties where the Corporation assumes additional projects.

DUTIES & RESPONSIBILITIES:

1. Assist in the dissemination of information and the preparation of information materials concerning the Program. The Assistant will provide information upon request to the community members.
2. The Assistant will liaise with the Special Projects staff (Talking Together Facilitators and Train the Trainers staff, Victim/Witness Liaison) and assist them with their administrative needs.
3. Assist in the maintenance of a central filing system of all clients, circles and other matters relating to the projects as well as other reports submitted by the staff.
4. Assist in the planning and coordination of Training Workshops for applicable staff.
5. Assist in any evaluations of the projects by distributing and collecting questionnaires, and liaising with consultants to complete same.
6. Organize video and telephone conference calls as required.
7. Assist in the development and submission of Proposals to possible funders.
8. Assist the Legal Aid Department as required.
9. Prepare correspondence and other reports as required.
10. Ensure that information required for the data base for Talking Together is gathered and entered, and other documents are prepared as required.

11. Ensure that all circle reports, activity reports, weekly task plans are submitted on time by the staff under the Special Projects Manager.
12. Provide general clerical and administrative support to the Special Projects Manager and staff as required. In the event that new Special Projects are created at NALSC, the Assistant will perform any additional duties required in the administration of new projects.
13. Other related duties as required, including filling in at reception when needed.

ACCOUNTABILITY:

The Assistant is responsible to the Special Projects Manager for day to day activities and to the Executive Director for overall work performance.

QUALIFICATIONS:

Ideally, the Assistant should have post secondary education and up to five years experience as an administrative assistant in a professional office setting such as a law office, political organization, or the public sector.

This position requires advanced computer skills (MS Word, Outlook, Excel, PowerPoint, Internet, and ability to use Data Bases), superior typing, excellent writing and communication skills. Professionalism and discretion and strong organizational abilities are required.

SALARY RANGE:

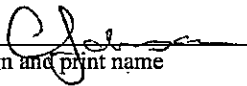
This position pays \$30,000 – \$40,000 per year depending on experience and available funding. This is a full-time position dependant on availability of funding and the continuation of the Special Projects program at NALSC. This is a non-managerial position.

Updated March ,2007

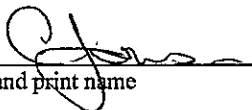
Nishnawbe-Aski Legal Services Corporation

ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of the Nishnawbe-Aski Legal Services Corporation, Employee Manual containing the Personnel, Harassment and Financial Policies of the Corporation.

 CHANTELLE JOHNSON
sign and print name

I hereby acknowledge that I have read and understood the Employee Manual.

 CHANTELLE JOHNSON
sign and print name

Dated this 15 day of May, 2007.

EMPLOYMENT CONTRACT

This agreement made in triplicate this 1st day of May, 2007 .

BETWEEN:

NISHNAWBE ASKI LEGAL SERVICES CORPORATION
(hereinafter referred to as "NALSC")

OF THE FIRST PART

-and-

CHANTELLE JOHNSON
(hereinafter referred to as the "Administrative Assistant")

OF THE SECOND PART

Nishnawbe Aski Legal Services Corporation hereby employs CHANTELLE JOHNSON to fill the position of Administrative Assistant ("Assistant"). The following shall be the terms and conditions of employment:

1. TERMS OF REFERENCE

- 1.1 The Assistant undertakes to perform and to be responsible for the duties and responsibilities of the position as outlined in Schedule "A" attached to this Agreement.
- 1.2 The Assistant will report to and be responsible to Special Projects Manager and the Restorative Justice Coordinator on a day to day basis, and to the Executive Director for overall work performance.
- 1.3 Day to day duties will be assigned and supervised by the Special Projects Manager and/or the Restorative Justice Coordinator or his/her designate.
- 1.4 **Hours of Work/Accessibility**
The Assistant will work five days per week during normal business hours (pursuant to the NALSC Personnel Policies & Procedures Manual) and such other times as may be required to carry out the functions of the position, with the prior written approval of her supervisor(s) on the day(s) in question.
- 1.5 The Assistant agrees to comply with all lawful instructions given by her supervisors or Executive Director or their designates.
- 1.6 The Assistant agrees to adhere to all personnel and administrative policies approved by the Board of NALSC (the "NALSC Personnel Policies & Procedures Manual") and as administered by the Executive Director.

1.7 The Assistant is deemed to be a term employee for the purposes and application of the NALSC policies, as amended, and except as otherwise agreed to in this agreement.

1.8 The Assistant shall generally carry out the duties and responsibilities of employment at Thunder Bay, Ontario. Travel to NAN First Nations and communities throughout Ontario may be required as part of the duties of employment at the request of NALSC.

2. CONTRACT TERM

2.1 This Agreement shall be for a period of less than one year starting on May 1, 2007, and ending on March 28, 2008. The Assistant agrees to provide the services outlined in Schedule "A" for this period and NALSC agrees to employ the Assistant for the length of this term in accordance with the terms and conditions contained in this Agreement.

2.2 NALSC further agrees to provide the Assistant with notice of its intention to renew or extend this Agreement in anticipation of the contemplated expiry hereof, on such terms as may be agreed upon. Failure of NALSC to provide notice of its intention to extend or renew the contract beyond March 28, 2008 shall be deemed to be notice of the termination/expiration of this Agreement.

2.3 The Assistant's performance shall be reviewed by NALSC. The Assistant will receive an evaluation after three months of the execution of this Agreement, pursuant to the probation requirements in the Personnel Policy, identifying strengths and areas for improvement. NALSC reserves the right to evaluate the Assistant at any time during the course of this Agreement if it is deemed to be necessary.

3. FINANCIAL ARRANGEMENTS

3.1 Contract Amount

The Assistant shall be paid at a fixed salary of \$34,500.00 per year, and such salary shall be paid bi-weekly, with the mandatory deductions made for E.I., C.P.P., and Income Tax, if applicable.

3.2 Benefits

Nishnawbe Aski Legal Services Corporation shall provide the Assistant with the following benefits, which benefits will come into effect at the end of her probation period:

- a) As set out in Personnel Policy and Procedures Manual
- b) Great West Life Group Insurance and FAAP

3.3 Travel Expenses

The Assistant will be reimbursed for all the travel expenses necessarily incurred in carrying out the duties and responsibilities of employment, provided that advance approval for such expense is provided by her supervisors or Executive Director. Reimbursement will be limited to the following items:

- a) Hotel (room and tax only)
- b) Meals
- c) Economy Airfare
- d) Taxis (receipts required)
- e) Mileage (pursuant to NALSC Mileage Policy and limited to equivalent of one economy round trip fare)

4. **TERMINATION**

- 4.1 This Agreement may be terminated by NALSC at any time without notice in writing for just cause.
- 4.2 In addition to the reasons hereinbefore, NALSC may terminate this Agreement without just cause given with two weeks notice or by the payment to the Assistant of two weeks pay in lieu of notice, inclusive of benefits.
- 4.3 The Assistant hereby acknowledges the unique circumstances of NALSC as a not-for-profit corporation dependent on public funds to operate. As such the programs/projects under which the Assistant's services are provided are dependent on the provision of continued funding by the Ministry of Children and Youth Services or any other agency or Ministry that may contribute to the continuation of the projects at NALSC. In the event that funding for the programs is ended, then this Agreement will be terminated.

5. **CONFIDENTIALITY**

- 5.1 The Assistant shall treat as private and confidential, both during as well as after this Agreement, any information concerning the affairs of NALSC, any information related to clients of NALSC to which she becomes privy during the course of this Agreement, and agrees not to divulge any such information to any other person. In addition to the foregoing, the Assistant shall ensure that any information relating to the identity of clientele will be kept absolutely and strictly confidential and shall not be divulged to any person or organization not entitled to this information whatsoever or howsoever.

Failure to keep all information confidential constitutes a breach of this employment contract entitling NALSC to terminate the agreement without notice.

6. **CONFLICT OF INTEREST**

- 6.1 The Assistant agrees to refrain from any dealings with any business, partnership or undertaking, which do or which have the potential to conflict with any activity of NALSC.

7. **ASSIGNMENT OF RIGHTS**

- 7.1 The rights, which accrue, to NALSC under this Agreement shall pass to its successors or assigns.
The rights of the Assistant under this Agreement are not assignable or transferable in any manner whatsoever.

8. SEVERABILITY

- 8.1 In the event that any provision in this Agreement shall be deemed void or invalid by a court of competent jurisdiction, the remaining provisions shall be and remain in full force and effect.

9. WAIVER

- 9.1 The waiver by either party of any breach or violation of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach or violation of it.

10. ENTIRE AGREEMENT

- 10.1 This Agreement constitutes the entire agreement between the parties with respect to the employment of the Assistant and any and all previous agreements, written or oral, express or implied between the parties or on their behalf relating to the employment of the Assistant by NALSC are terminated and cancelled and each of the parties releases and forever discharges the other of and from all manner of action, causes of action, claims or demands under or in respect of any agreement.

11. MODIFICATION OF AGREEMENT

- 11.1 Any modification of this Agreement must be in writing, signed by the parties or it shall have no effect and shall be void.

12. GOVERNING LAW

- 12.1 This Agreement shall be governed by and construed in accordance with the laws of the Canada or the Province of Ontario, as the case may be.

13. HEADINGS

- 13.1 The headings utilized in this Agreement are for convenience only and are not to be construed in any way as additions to or limitations of the covenants and Agreements contained in this Agreement.

14. NOTICES

- 14.1 a) Any notice required or permitted to be given to the Assistant shall be sufficiently given if delivered to the Assistant personally or if mailed by registered mail to the Assistant's address last known to NALSC.

b) Any notice required or permitted to be given to NALSC shall be sufficiently given if mailed by registered mail to the NALSC at its address last known to the Assistant.

c) Any notice given by mail shall be deemed to have been given seventy-two (72) hours after the time it is posted.

15. INDEPENDENT LEGAL ADVICE

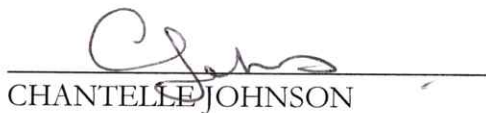
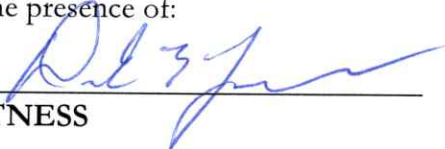
15.1 The Assistant acknowledges that she has read and understands this Agreement, and acknowledges that he has had the opportunity to obtain independent legal advice with respect to it.

IN WITNESS WHEREOF the Parties have duly executed this Agreement this 1st day of May, 2007, in the City of Thunder Bay, in the Province of Ontario.

SIGNED, SEALED AND DELIVERED

In the presence of:

WITNESS



CHANTELLE JOHNSON

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

Per: 

I have authority to bind the corporation.



NISHNAWBE-ASKI LEGAL SERVICES
SPECIAL PROJECTS ASSISTANT

JOB DESCRIPTION

DESCRIPTION:

The Special Projects Assistant provides clerical and administrative support to the Special Projects Manager for all special projects undertaken by NALSC. At times the assistant may be required to assist other departments of the corporation or take on additional duties where the Corporation assumes additional projects.

DUTIES & RESPONSIBILITIES:

1. Assist in the dissemination of information and the preparation of information materials concerning the Program. The Assistant will provide information upon request to the community members.
2. The Assistant will liaise with the Special Projects staff (Talking Together Facilitators and Train the Trainers staff, Victim/Witness Liaison) and assist them with their administrative needs.
3. Assist in the maintenance of a central filing system of all clients, circles and other matters relating to the projects as well as other reports submitted by the staff.
4. Assist in the planning and coordination of Training Workshops for applicable staff.
5. Assist in any evaluations of the projects by distributing and collecting questionnaires, and liaising with consultants to complete same.
6. Organize video and telephone conference calls as required.
7. Assist in the development and submission of Proposals to possible funders.
8. Assist the Legal Aid Department as required.
9. Prepare correspondence and other reports as required.
10. Ensure that information required for the data base for Talking Together is gathered and entered, and other documents are prepared as required.

11. Ensure that all circle reports, activity reports, weekly task plans are submitted on time by the staff under the Special Projects Manager.
12. Provide general clerical and administrative support to the Special Projects Manager and staff as required. In the event that new Special Projects are created at NALSC, the Assistant will perform any additional duties required in the administration of new projects.
13. Other related duties as required, including filling in at reception when needed.

ACCOUNTABILITY:

The Assistant is responsible to the Special Projects Manager for day to day activities and to the Executive Director for overall work performance.

QUALIFICATIONS:

Ideally, the Assistant should have post secondary education and up to five years experience as an administrative assistant in a professional office setting such as a law office, political organization, or the public sector.

This position requires advanced computer skills (MS Word, Outlook, Excel, PowerPoint, Internet, and ability to use Data Bases), superior typing, excellent writing and communication skills. Professionalism and discretion and strong organizational abilities are required.

SALARY RANGE:

This position pays \$30,000 – \$40,000 per year depending on experience and available funding. This is a full-time position dependant on availability of funding and the continuation of the Special Projects program at NALSC. This is a non-managerial position.

Updated March , 2007



NISHNAWBE-ASKI LEGAL SERVICES
RESTORATIVE JUSTICE ASSISTANT

JOB DESCRIPTION

DESCRIPTION:

The Restorative Justice Program Assistant will spend the majority of his/her time working in the Restorative Justice area. However, there will be a percentage of time that the assistant is required to assist in other areas of operations of the Corporation.

DUTIES & RESPONSIBILITIES:

1. Assist in the dissemination of information and the preparation of information materials concerning the Program. The Assistant will provide information upon request to the community members. The Assistant will also help with publicizing via the media.
2. The Assistant will liaise with the Restorative Justice Workers and assist them with travel and other needs as well as consulting with them about their concerns in the absence of the Restorative Justice Coordinator.
3. Arrange for and assist at the monthly Conference Calls/Meetings of the Restorative Justice Workers and the Restorative Justice Coordinator.
4. Assist in the maintenance of a central filing system of actual conferences held as well as other reports submitted by the Restorative Justice Workers.
5. Assist in the planning for and holding of Training Workshops.
6. The Assistant will perform actual CAC circles as required.
7. Assist in the self-evaluation program by distributing and collecting questionnaires, and liaising with personnel hired to complete same.
8. Assist with the Public Legal Education Coordinator, the Victim Witness Advocate and the Community Legal Workers with any work they may be doing in the Restorative Justice area.
9. Assist in the development of Proposals to possible funders.

Other

1. Develop forms to be used in the diversion of charges and implementation of conference agreements.
2. Assist in the development of training materials and facilitate training programs.
3. Assist the Legal Aid Department as required.
4. Work with the Training of Trainers Program, a component of the Restorative Justice Program.
5. Other office related duties as required.

ACCOUNTABILITY:

The Restorative Justice Assistant is responsible to the Restorative Justice Coordinator for day to day activities and to the Executive Director for overall work performance.

QUALIFICATIONS:

The Assistant should possess at a minimum, secondary education with experience in office administration, clerical duties, and an understanding of the justice system. Ideally, the Assistant should have an post secondary education in the legal secretarial, law clerk or paralegal fields with a good understanding of Aboriginal issues and familiarity with NAN and its First Nations.

SALARY RANGE:

This position pays \$15,000 to \$25,000 per year. This is a part-time contract position dependant on availability of funding and the continuation of the Restorative Justice Initiative at NALSC. This is a non-managerial position.

Updated June, 2004

EMPLOYMENT CONTRACT

This agreement made in triplicate this *22* day of July, 2008.

BETWEEN:

NISHNAWBE ASKI LEGAL SERVICES CORPORATION
(hereinafter referred to as "NALSC")

OF THE FIRST PART

-and-

CHANTELLE JOHNSON
(hereinafter referred to as the "Restorative Justice Assistant" or "Assistant")

OF THE SECOND PART

Nishnawbe Aski Legal Services Corporation hereby employs CHANTELLE JOHNSON to fill the position of Restorative Justice Assistant ("Assistant"). The following shall be the terms and conditions of employment:

1. TERMS OF REFERENCE

- 1.1 The Assistant undertakes to perform and to be responsible for the duties and responsibilities of the position as outlined in Schedule "A" attached to this Agreement.
- 1.2 The Assistant will report to and be responsible to the Restorative Justice Coordinator on a day to day basis, and to the Executive Director for overall work performance.
- 1.3 Day to day duties will be assigned and supervised by the Restorative Justice Coordinator or his/her designate.
- 1.4 **Hours of Work/Accessibility**
The Assistant will work five days per week during normal business hours (pursuant to the NALSC Personnel Policies & Procedures Manual) and such other times as may be required to carry out the functions of the position, with the prior written approval of her supervisor(s) on the day(s) in question.
- 1.5 The Assistant agrees to comply with all lawful instructions given by her supervisor or Executive Director or their designates.

- 1.6 The Assistant agrees to adhere to all personnel and administrative policies approved by the Board of NALSC (the "NALSC Personnel Policies & Procedures Manual") and as administered by the Executive Director.
- 1.7 The Assistant is deemed to be a term employee for the purposes and application of the NALSC policies, as amended, and except as otherwise agreed to in this agreement.
- 1.8 The Assistant shall generally carry out the duties and responsibilities of employment at Thunder Bay, Ontario. Travel to NAN First Nations and communities throughout Ontario may be required as part of the duties of employment at the request of NALSC.

2. CONTRACT TERM

- 2.1 This Agreement shall be for a period of less than one year starting on July 21st, 2008, and ending on March 31st, 2009 . The Assistant agrees to provide the services outlined in Schedule "A" for this period and NALSC agrees to employ the Assistant for the length of this term in accordance with the terms and conditions contained in this Agreement.
- 2.2 NALSC further agrees to provide the Assistant with notice of its intention to renew or extend this Agreement in anticipation of the contemplated expiry hereof, on such terms as may be agreed upon. Failure of NALSC to provide notice of its intention to extend or renew the contract beyond March 31st, 2009 shall be deemed to be notice of the termination/expiration of this Agreement.
- 2.3 The Assistant's performance shall be reviewed by the Restorative Justice Coordinator. The Assistant will receive an evaluation after three months of the execution of this Agreement, pursuant to the probation requirements in the Personnel Policy, identifying strengths and areas for improvement. NALSC reserves the right to evaluate the Assistant at any time during the course of this Agreement if it is deemed to be necessary.

3. FINANCIAL ARRANGEMENTS

- 3.1 **Contract Amount**
The Assistant shall be paid at a fixed salary of \$35,250.00 per year, and such salary shall be paid bi-weekly, with the mandatory deductions made for E.I., C.P.P., and Income Tax, if applicable.

3.2 Benefits

Nishnawbe Aski Legal Services Corporation shall provide the Assistant with the following benefits:

- 1) 2 (two) weeks vacation (pursuant to Personnel Policies and Procedures Manual)
- 2) Sick leave pursuant to the NALSC Personnel Policies and Procedures Manual.
- 3) Great West Life Group Benefits (pursuant to NALSC Group Plan)
- 4) Great West Life Flexible Accumulated Annuity Plan
- 5) Lieu time based on accumulated overtime as per Sec. 22 of the NALSC Personnel Policies and Procedures Manual (approved at the discretion of the Executive Director).

3.3 Travel Expenses

The Assistant will be reimbursed for all the travel expenses necessarily incurred in carrying out the duties and responsibilities of employment, provided that advance approval for such expense is provided by her supervisors or Executive Director. Reimbursement will be limited to the following items:

- a) Hotel (room and tax only)
- b) Meals
- c) Economy Airfare
- d) Taxis (receipts required)
- e) Mileage (pursuant to NALSC Mileage Policy and limited to equivalent of one economy round trip fare)

4. TERMINATION

- 4.1 This Agreement may be terminated by NALSC at any time without notice in writing for just cause.
- 4.2 In addition to the reasons hereinbefore, NALSC may terminate this Agreement without just cause given with two weeks notice or by the payment to the Assistant of two weeks pay in lieu of notice, inclusive of benefits.
- 4.3 The Assistant hereby acknowledges the unique circumstances of NALSC as a not-for-profit corporation dependent on public funds to operate. As such the programs/projects under which the Assistant's services are provided are dependent on the provision of continued funding by the Department of Justice and the Ministry of Children and Youth Services or any other agency or Ministry that may contribute to the continuation of the projects at NALSC. In the event that funding for the programs is ended, then this Agreement will be terminated.

5. **CONFIDENTIALITY**

- 5.1 The Assistant shall treat as private and confidential, both during as well as after this Agreement, any information concerning the affairs of NALSC, any information related to clients of NALSC to which she becomes privy during the course of this Agreement, and agrees not to divulge any such information to any other person. In addition to the foregoing, the Assistant shall ensure that any information relating to the identity of clientele will be kept absolutely and strictly confidential and shall not be divulged to any person or organization not entitled to this information whatsoever or howsoever.

Failure to keep all information confidential constitutes a breach of this employment contract entitling NALSC to terminate the agreement without notice.

6. **CONFLICT OF INTEREST**

- 6.1 The Assistant agrees to refrain from any dealings with any business, partnership or undertaking, which do or which have the potential to conflict with any activity of NALSC.

7. **ASSIGNMENT OF RIGHTS**

- 7.1 The rights, which accrue, to NALSC under this Agreement shall pass to its successors or assigns.
The rights of the Assistant under this Agreement are not assignable or transferable in any manner whatsoever.

8. **SEVERABILITY**

- 8.1 In the event that any provision in this Agreement shall be deemed void or invalid by a court of competent jurisdiction, the remaining provisions shall be and remain in full force and effect.

9. **WAIVER**

- 9.1 The waiver by either party of any breach or violation of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach or violation of it.

10. ENTIRE AGREEMENT

10.1 This Agreement constitutes the entire agreement between the parties with respect to the employment of the Assistant and any and all previous agreements, written or oral, express or implied between the parties or on their behalf relating to the employment of the Assistant by NALSC are terminated and cancelled and each of the parties releases and forever discharges the other of and from all manner of action, causes of action, claims or demands under or in respect of any agreement.

11. MODIFICATION OF AGREEMENT

11.1 Any modification of this Agreement must be in writing, signed by the parties or it shall have no effect and shall be void.

12. GOVERNING LAW

12.1 This Agreement shall be governed by and construed in accordance with the laws of the Canada or the Province of Ontario, as the case may be.

13. HEADINGS

13.1 The headings utilized in this Agreement are for convenience only and are not to be construed in any way as additions to or limitations of the covenants and Agreements contained in this Agreement.

14. NOTICES

14.1 a) Any notice required or permitted to be given to the Assistant shall be sufficiently given if delivered to the Assistant personally or if mailed by registered mail to the Assistant's address last known to NALSC.

b) Any notice required or permitted to be given to NALSC shall be sufficiently given if mailed by registered mail to the NALSC at its address last known to the Assistant.

c) Any notice given by mail shall be deemed to have been given seventy-two (72) hours after the time it is posted.

15. INDEPENDENT LEGAL ADVICE

15.1 The Assistant acknowledges that she has read and understands this Agreement, and acknowledges that he has had the opportunity to obtain independent legal advice with respect to it.

IN WITNESS WHEREOF the Parties have duly executed this Agreement this 22nd day of July, 2008, in the City of Thunder Bay, in the Province of Ontario.

SIGNED, SEALED AND DELIVERED

In the presence of:

Michelle Donald King
WITNESS

CHANTELLE JOHNSON

NISHNAWBE-ASKI LEGAL
SERVICES CORPORATION

Per: [Signature]
I have authority to bind the
corporation.

NISHNAWBE ASKI LEGAL SERVICES

Restorative Justice Assistant

JOB DESCRIPTION

DESCRIPTION:

The Restorative Justice Program Assistant will spend the majority of his/her time working in the Restorative Justice area. However, there will be a percentage of time that the assistant is required to assist in other areas of operations of the Corporation.

DUTIES & RESPONSIBILITIES:

1. Assist in the dissemination of information and the preparation of information materials concerning the Program. The Assistant will provide information upon request to the community members. The Assistant will also help with publicizing via the media.
2. The Assistant will liaise with the Restorative Justice Workers, Community Youth Justice Workers and Community Intervention Workers and assist them with travel and other needs as well as consulting with them about their concerns in the absence of the Restorative Justice Coordinator.
3. Arrange for and assist at the monthly Conference Calls/Meetings of the Workers and the Restorative Justice Coordinator.
4. Assist in the maintenance of a central filing system of actual conferences held as well as other reports submitted by the Workers.
5. Assist in the planning for and holding of Training Workshops.
6. The Assistant will perform actual CAC circles as required.
7. Assist in the self-evaluation program by distributing and collecting questionnaires, and liaising with personnel hired to complete same.
8. Assist with the Public Legal Education Coordinator, the Victim Witness Advocate and the Community Legal Workers with any work they may be doing in the Restorative Justice area.
9. Assist in the development of Proposals to possible funders.

Other

1. Develop forms to be used in the diversion of charges and implementation of conference agreements.
2. Assist in the development of training materials and assist in the facilitation of training workshops.
3. Other office related duties as required.

ACCOUNTABILITY:

The Restorative Justice Assistant is responsible to the Restorative Justice Coordinator for day to day activities and to the Executive Director for overall work performance.

QUALIFICATIONS:

The Assistant should possess at a minimum, secondary education with experience in office administration, clerical duties, and an understanding of the justice system. Ideally, the Assistant should have an post secondary education in the legal secretarial, law clerk or paralegal fields with a good understanding of Aboriginal issues and familiarity with NAN and its First Nations.

SALARY RANGE:

This position pays \$31,000 to \$38,000 per year. This is a full-time contract position dependant on availability of funding and the continuation of the Restorative Justice Initiative at NALSC. This is a non-managerial position.

Updated July, 2008

EMPLOYMENT CONTRACT

This agreement made in triplicate this 22 day of July, 2008.

BETWEEN:

NISHNAWBE ASKI LEGAL SERVICES CORPORATION
(hereinafter referred to as "NALSC")

OF THE FIRST PART

-and-

CHANTELLE JOHNSON
(hereinafter referred to as the "Restorative Justice Assistant" or "Assistant")

OF THE SECOND PART

Nishnawbe Aski Legal Services Corporation hereby employs CHANTELLE JOHNSON to fill the position of Restorative Justice Assistant ("Assistant"). The following shall be the terms and conditions of employment:

1. TERMS OF REFERENCE

- 1.1 The Assistant undertakes to perform and to be responsible for the duties and responsibilities of the position as outlined in Schedule "A" attached to this Agreement.
- 1.2 The Assistant will report to and be responsible to the Restorative Justice Coordinator on a day to day basis, and to the Executive Director for overall work performance.
- 1.3 Day to day duties will be assigned and supervised by the Restorative Justice Coordinator or his/her designate.
- 1.4 **Hours of Work/Accessibility**
The Assistant will work five days per week during normal business hours (pursuant to the NALSC Personnel Policies & Procedures Manual) and such other times as may be required to carry out the functions of the position, with the prior written approval of her supervisor(s) on the day(s) in question.
- 1.5 The Assistant agrees to comply with all lawful instructions given by her supervisor or Executive Director or their designates.

- 1.6 The Assistant agrees to adhere to all personnel and administrative policies approved by the Board of NALSC (the "NALSC Personnel Policies & Procedures Manual") and as administered by the Executive Director.
- 1.7 The Assistant is deemed to be a term employee for the purposes and application of the NALSC policies, as amended, and except as otherwise agreed to in this agreement.
- 1.8 The Assistant shall generally carry out the duties and responsibilities of employment at Thunder Bay, Ontario. Travel to NAN First Nations and communities throughout Ontario may be required as part of the duties of employment at the request of NALSC.

2. CONTRACT TERM

- 2.1 This Agreement shall be for a period of less than one year starting on July 21st, 2008, and ending on March 31st, 2009 . The Assistant agrees to provide the services outlined in Schedule "A" for this period and NALSC agrees to employ the Assistant for the length of this term in accordance with the terms and conditions contained in this Agreement.
- 2.2 NALSC further agrees to provide the Assistant with notice of its intention to renew or extend this Agreement in anticipation of the contemplated expiry hereof, on such terms as may be agreed upon. Failure of NALSC to provide notice of its intention to extend or renew the contract beyond March 31st, 2009 shall be deemed to be notice of the termination/expiration of this Agreement.
- 2.3 The Assistant's performance shall be reviewed by the Restorative Justice Coordinator. The Assistant will receive an evaluation after three months of the execution of this Agreement, pursuant to the probation requirements in the Personnel Policy, identifying strengths and areas for improvement. NALSC reserves the right to evaluate the Assistant at any time during the course of this Agreement if it is deemed to be necessary.

3. FINANCIAL ARRANGEMENTS

- 3.1 **Contract Amount**
The Assistant shall be paid at a fixed salary of \$35,250.00 per year, and such salary shall be paid bi-weekly, with the mandatory deductions made for E.I., C.P.P., and Income Tax, if applicable.

3.2 Benefits

Nishnawbe Aski Legal Services Corporation shall provide the Assistant with the following benefits:

- 1) 2 (two) weeks vacation (pursuant to Personnel Policies and Procedures Manual)
- 2) Sick leave pursuant to the NALSC Personnel Policies and Procedures Manual.
- 3) Great West Life Group Benefits (pursuant to NALSC Group Plan)
- 4) Great West Life Flexible Accumulated Annuity Plan
- 5) Lieu time based on accumulated overtime as per Sec. 22 of the NALSC Personnel Policies and Procedures Manual (approved at the discretion of the Executive Director).

3.3 Travel Expenses

The Assistant will be reimbursed for all the travel expenses necessarily incurred in carrying out the duties and responsibilities of employment, provided that advance approval for such expense is provided by her supervisors or Executive Director. Reimbursement will be limited to the following items:

- a) Hotel (room and tax only)
- b) Meals
- c) Economy Airfare
- d) Taxis (receipts required)
- e) Mileage (pursuant to NALSC Mileage Policy and limited to equivalent of one economy round trip fare)

4. TERMINATION

- 4.1 This Agreement may be terminated by NALSC at any time without notice in writing for just cause.
- 4.2 In addition to the reasons hereinbefore, NALSC may terminate this Agreement without just cause given with two weeks notice or by the payment to the Assistant of two weeks pay in lieu of notice, inclusive of benefits.
- 4.3 The Assistant hereby acknowledges the unique circumstances of NALSC as a not-for-profit corporation dependent on public funds to operate. As such the programs/projects under which the Assistant's services are provided are dependent on the provision of continued funding by the Department of Justice and the Ministry of Children and Youth Services or any other agency or Ministry that may contribute to the continuation of the projects at NALSC. In the event that funding for the programs is ended, then this Agreement will be terminated.

5. CONFIDENTIALITY

- 5.1 The Assistant shall treat as private and confidential, both during as well as after this Agreement, any information concerning the affairs of NALSC, any information related to clients of NALSC to which she becomes privy during the course of this Agreement, and agrees not to divulge any such information to any other person. In addition to the foregoing, the Assistant shall ensure that any information relating to the identity of clientele will be kept absolutely and strictly confidential and shall not be divulged to any person or organization not entitled to this information whatsoever or howsoever.

Failure to keep all information confidential constitutes a breach of this employment contract entitling NALSC to terminate the agreement without notice.

6. CONFLICT OF INTEREST

- 6.1 The Assistant agrees to refrain from any dealings with any business, partnership or undertaking, which do or which have the potential to conflict with any activity of NALSC.

7. ASSIGNMENT OF RIGHTS

- 7.1 The rights, which accrue, to NALSC under this Agreement shall pass to its successors or assigns.
The rights of the Assistant under this Agreement are not assignable or transferable in any manner whatsoever.

8. SEVERABILITY

- 8.1 In the event that any provision in this Agreement shall be deemed void or invalid by a court of competent jurisdiction, the remaining provisions shall be and remain in full force and effect.

9. WAIVER

- 9.1 The waiver by either party of any breach or violation of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach or violation of it.

10. ENTIRE AGREEMENT

10.1 This Agreement constitutes the entire agreement between the parties with respect to the employment of the Assistant and any and all previous agreements, written or oral, express or implied between the parties or on their behalf relating to the employment of the Assistant by NALSC are terminated and cancelled and each of the parties releases and forever discharges the other of and from all manner of action, causes of action, claims or demands under or in respect of any agreement.

11. MODIFICATION OF AGREEMENT

11.1 Any modification of this Agreement must be in writing, signed by the parties or it shall have no effect and shall be void.

12. GOVERNING LAW

12.1 This Agreement shall be governed by and construed in accordance with the laws of the Canada or the Province of Ontario, as the case may be.

13. HEADINGS

13.1 The headings utilized in this Agreement are for convenience only and are not to be construed in any way as additions to or limitations of the covenants and Agreements contained in this Agreement.

14. NOTICES

- 14.1
- a) Any notice required or permitted to be given to the Assistant shall be sufficiently given if delivered to the Assistant personally or if mailed by registered mail to the Assistant's address last known to NALSC.
 - b) Any notice required or permitted to be given to NALSC shall be sufficiently given if mailed by registered mail to the NALSC at its address last known to the Assistant.
 - c) Any notice given by mail shall be deemed to have been given seventy-two (72) hours after the time it is posted.

15. INDEPENDENT LEGAL ADVICE

15.1 The Assistant acknowledges that she has read and understands this Agreement, and acknowledges that he has had the opportunity to obtain independent legal advice with respect to it.

IN WITNESS WHEREOF the Parties have duly executed this Agreement this 22 day of July, 2008, in the City of Thunder Bay, in the Province of Ontario.

SIGNED, SEALED AND DELIVERED

In the presence of:

Michelle Donald King
WITNESS

Chantelle Johnson
CHANTELLE JOHNSON

NISHNAWBE-ASKI LEGAL
SERVICES CORPORATION

Per: [Signature]
I have authority to bind the
corporation.

NISHNAWBE ASKI LEGAL SERVICES

Restorative Justice Assistant

JOB DESCRIPTION

DESCRIPTION:

The Restorative Justice Program Assistant will spend the majority of his/her time working in the Restorative Justice area. However, there will be a percentage of time that the assistant is required to assist in other areas of operations of the Corporation.

DUTIES & RESPONSIBILITIES:

1. Assist in the dissemination of information and the preparation of information materials concerning the Program. The Assistant will provide information upon request to the community members. The Assistant will also help with publicizing via the media.
2. The Assistant will liaise with the Restorative Justice Workers, Community Youth Justice Workers and Community Intervention Workers and assist them with travel and other needs as well as consulting with them about their concerns in the absence of the Restorative Justice Coordinator.
3. Arrange for and assist at the monthly Conference Calls/Meetings of the Workers and the Restorative Justice Coordinator.
4. Assist in the maintenance of a central filing system of actual conferences held as well as other reports submitted by the Workers.
5. Assist in the planning for and holding of Training Workshops.
6. The Assistant will perform actual CAC circles as required.
7. Assist in the self-evaluation program by distributing and collecting questionnaires, and liaising with personnel hired to complete same.
8. Assist with the Public Legal Education Coordinator, the Victim Witness Advocate and the Community Legal Workers with any work they may be doing in the Restorative Justice area.
9. Assist in the development of Proposals to possible funders.

Other

1. Develop forms to be used in the diversion of charges and implementation of conference agreements.
2. Assist in the development of training materials and assist in the facilitation of training workshops.
3. Other office related duties as required.

ACCOUNTABILITY:

The Restorative Justice Assistant is responsible to the Restorative Justice Coordinator for day to day activities and to the Executive Director for overall work performance.

QUALIFICATIONS:

The Assistant should possess at a minimum, secondary education with experience in office administration, clerical duties, and an understanding of the justice system. Ideally, the Assistant should have an post secondary education in the legal secretarial, law clerk or paralegal fields with a good understanding of Aboriginal issues and familiarity with NAN and its First Nations.

SALARY RANGE:

This position pays \$31,000 to \$38,000 per year. This is a full-time contract position dependant on availability of funding and the continuation of the Restorative Justice Initiative at NALSC. This is a non-managerial position.

Updated July, 2008

EMPLOYMENT CONTRACT

This agreement made in triplicate this 22 day of July, 2008.

BETWEEN:

NISHNAWBE ASKI LEGAL SERVICES CORPORATION
(hereinafter referred to as "NALSC")

OF THE FIRST PART

-and-

CHANTELLE JOHNSON

(hereinafter referred to as the "Restorative Justice Assistant" or "Assistant")

OF THE SECOND PART

Nishnawbe Aski Legal Services Corporation hereby employs CHANTELLE JOHNSON to fill the position of Restorative Justice Assistant ("Assistant"). The following shall be the terms and conditions of employment:

1. TERMS OF REFERENCE

- 1.1 The Assistant undertakes to perform and to be responsible for the duties and responsibilities of the position as outlined in Schedule "A" attached to this Agreement.
- 1.2 The Assistant will report to and be responsible to the Restorative Justice Coordinator on a day to day basis, and to the Executive Director for overall work performance.
- 1.3 Day to day duties will be assigned and supervised by the Restorative Justice Coordinator or his/her designate.
- 1.4 **Hours of Work/Accessibility**
The Assistant will work five days per week during normal business hours (pursuant to the NALSC Personnel Policies & Procedures Manual) and such other times as may be required to carry out the functions of the position, with the prior written approval of her supervisor(s) on the day(s) in question.
- 1.5 The Assistant agrees to comply with all lawful instructions given by her supervisor or Executive Director or their designates.

- 1.6 The Assistant agrees to adhere to all personnel and administrative policies approved by the Board of NALSC (the "NALSC Personnel Policies & Procedures Manual") and as administered by the Executive Director.
- 1.7 The Assistant is deemed to be a term employee for the purposes and application of the NALSC policies, as amended, and except as otherwise agreed to in this agreement.
- 1.8 The Assistant shall generally carry out the duties and responsibilities of employment at Thunder Bay, Ontario. Travel to NAN First Nations and communities throughout Ontario may be required as part of the duties of employment at the request of NALSC.

2. CONTRACT TERM

- 2.1 This Agreement shall be for a period of less than one year starting on July 21st, 2008, and ending on March 31st, 2009 . The Assistant agrees to provide the services outlined in Schedule "A" for this period and NALSC agrees to employ the Assistant for the length of this term in accordance with the terms and conditions contained in this Agreement.
- 2.2 NALSC further agrees to provide the Assistant with notice of its intention to renew or extend this Agreement in anticipation of the contemplated expiry hereof, on such terms as may be agreed upon. Failure of NALSC to provide notice of its intention to extend or renew the contract beyond March 31st, 2009 shall be deemed to be notice of the termination/expiration of this Agreement.
- 2.3 The Assistant's performance shall be reviewed by the Restorative Justice Coordinator. The Assistant will receive an evaluation after three months of the execution of this Agreement, pursuant to the probation requirements in the Personnel Policy, identifying strengths and areas for improvement. NALSC reserves the right to evaluate the Assistant at any time during the course of this Agreement if it is deemed to be necessary.

3. FINANCIAL ARRANGEMENTS

- 3.1 Contract Amount
The Assistant shall be paid at a fixed salary of \$35,250.00 per year, and such salary shall be paid bi-weekly, with the mandatory deductions made for E.I., C.P.P., and Income Tax, if applicable.

3.2 Benefits

Nishnawbe Aski Legal Services Corporation shall provide the Assistant with the following benefits:

- 1) 2 (two) weeks vacation (pursuant to Personnel Policies and Procedures Manual)
- 2) Sick leave pursuant to the NALSC Personnel Policies and Procedures Manual.
- 3) Great West Life Group Benefits (pursuant to NALSC Group Plan)
- 4) Great West Life Flexible Accumulated Annuity Plan
- 5) Lieu time based on accumulated overtime as per Sec. 22 of the NALSC Personnel Policies and Procedures Manual (approved at the discretion of the Executive Director).

3.3 Travel Expenses

The Assistant will be reimbursed for all the travel expenses necessarily incurred in carrying out the duties and responsibilities of employment, provided that advance approval for such expense is provided by her supervisors or Executive Director. Reimbursement will be limited to the following items:

- a) Hotel (room and tax only)
- b) Meals
- c) Economy Airfare
- d) Taxis (receipts required)
- e) Mileage (pursuant to NALSC Mileage Policy and limited to equivalent of one economy round trip fare)

4. TERMINATION

4.1 This Agreement may be terminated by NALSC at any time without notice in writing for just cause.

4.2 In addition to the reasons hereinbefore, NALSC may terminate this Agreement without just cause given with two weeks notice or by the payment to the Assistant of two weeks pay in lieu of notice, inclusive of benefits.

4.3 The Assistant hereby acknowledges the unique circumstances of NALSC as a not-for-profit corporation dependent on public funds to operate. As such the programs/projects under which the Assistant's services are provided are dependent on the provision of continued funding by the Department of Justice and the Ministry of Children and Youth Services or any other agency or Ministry that may contribute to the continuation of the projects at NALSC. In the event that funding for the programs is ended, then this Agreement will be terminated.

5. CONFIDENTIALITY

- 5.1 The Assistant shall treat as private and confidential, both during as well as after this Agreement, any information concerning the affairs of NALSC, any information related to clients of NALSC to which she becomes privy during the course of this Agreement, and agrees not to divulge any such information to any other person. In addition to the foregoing, the Assistant shall ensure that any information relating to the identity of clientele will be kept absolutely and strictly confidential and shall not be divulged to any person or organization not entitled to this information whatsoever or howsoever.

Failure to keep all information confidential constitutes a breach of this employment contract entitling NALSC to terminate the agreement without notice.

6. CONFLICT OF INTEREST

- 6.1 The Assistant agrees to refrain from any dealings with any business, partnership or undertaking, which do or which have the potential to conflict with any activity of NALSC.

7. ASSIGNMENT OF RIGHTS

- 7.1 The rights, which accrue, to NALSC under this Agreement shall pass to its successors or assigns.
The rights of the Assistant under this Agreement are not assignable or transferable in any manner whatsoever.

8. SEVERABILITY

- 8.1 In the event that any provision in this Agreement shall be deemed void or invalid by a court of competent jurisdiction, the remaining provisions shall be and remain in full force and effect.

9. WAIVER

- 9.1 The waiver by either party of any breach or violation of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach or violation of it.

10. ENTIRE AGREEMENT

10.1 This Agreement constitutes the entire agreement between the parties with respect to the employment of the Assistant and any and all previous agreements, written or oral, express or implied between the parties or on their behalf relating to the employment of the Assistant by NALSC are terminated and cancelled and each of the parties releases and forever discharges the other of and from all manner of action, causes of action, claims or demands under or in respect of any agreement.

11. MODIFICATION OF AGREEMENT

11.1 Any modification of this Agreement must be in writing, signed by the parties or it shall have no effect and shall be void.

12. GOVERNING LAW

12.1 This Agreement shall be governed by and construed in accordance with the laws of the Canada or the Province of Ontario, as the case may be.

13. HEADINGS

13.1 The headings utilized in this Agreement are for convenience only and are not to be construed in any way as additions to or limitations of the covenants and Agreements contained in this Agreement.

14. NOTICES

- 14.1
- a) Any notice required or permitted to be given to the Assistant shall be sufficiently given if delivered to the Assistant personally or if mailed by registered mail to the Assistant's address last known to NALSC.
 - b) Any notice required or permitted to be given to NALSC shall be sufficiently given if mailed by registered mail to the NALSC at its address last known to the Assistant.

 - c) Any notice given by mail shall be deemed to have been given seventy-two (72) hours after the time it is posted.

15. INDEPENDENT LEGAL ADVICE

15.1 The Assistant acknowledges that she has read and understands this Agreement, and acknowledges that he has had the opportunity to obtain independent legal advice with respect to it.

IN WITNESS WHEREOF the Parties have duly executed this Agreement this 22 day of July, 2008, in the City of Thunder Bay, in the Province of Ontario.

SIGNED, SEALED AND DELIVERED

In the presence of:

Michelle Donald King
WITNESS

Chantelle Johnson
CHANTELLE JOHNSON

NISHNAWBE-ASKI LEGAL
SERVICES CORPORATION

Per: [Signature]
I have authority to bind the
corporation.

NISHNAWBE ASKI LEGAL SERVICES

Restorative Justice Assistant

JOB DESCRIPTION

DESCRIPTION:

The Restorative Justice Program Assistant will spend the majority of his/her time working in the Restorative Justice area. However, there will be a percentage of time that the assistant is required to assist in other areas of operations of the Corporation.

DUTIES & RESPONSIBILITIES:

1. Assist in the dissemination of information and the preparation of information materials concerning the Program. The Assistant will provide information upon request to the community members. The Assistant will also help with publicizing via the media.
2. The Assistant will liaise with the Restorative Justice Workers, Community Youth Justice Workers and Community Intervention Workers and assist them with travel and other needs as well as consulting with them about their concerns in the absence of the Restorative Justice Coordinator.
3. Arrange for and assist at the monthly Conference Calls/Meetings of the Workers and the Restorative Justice Coordinator.
4. Assist in the maintenance of a central filing system of actual conferences held as well as other reports submitted by the Workers.
5. Assist in the planning for and holding of Training Workshops.
6. The Assistant will perform actual CAC circles as required.
7. Assist in the self-evaluation program by distributing and collecting questionnaires, and liaising with personnel hired to complete same.
8. Assist with the Public Legal Education Coordinator, the Victim Witness Advocate and the Community Legal Workers with any work they may be doing in the Restorative Justice area.
9. Assist in the development of Proposals to possible funders.

Other

1. Develop forms to be used in the diversion of charges and implementation of conference agreements.
2. Assist in the development of training materials and assist in the facilitation of training workshops.
3. Other office related duties as required.

ACCOUNTABILITY:

The Restorative Justice Assistant is responsible to the Restorative Justice Coordinator for day to day activities and to the Executive Director for overall work performance.

QUALIFICATIONS:

The Assistant should possess at a minimum, secondary education with experience in office administration, clerical duties, and an understanding of the justice system. Ideally, the Assistant should have an post secondary education in the legal secretarial, law clerk or paralegal fields with a good understanding of Aboriginal issues and familiarity with NAN and its First Nations.

SALARY RANGE:

This position pays \$31,000 to \$38,000 per year. This is a full-time contract position dependant on availability of funding and the continuation of the Restorative Justice Initiative at NALSC. This is a non-managerial position.

Updated July, 2008

July 21
pay #16
10-11
9 days
retro
1. week
charges
FAAP
81,35



NISHNAWBE-ASKI LEGAL SERVICES
RESTORATIVE JUSTICE ASSISTANT

JOB DESCRIPTION

DESCRIPTION:

The Restorative Justice Program Assistant will spend the majority of his/her time working in the Restorative Justice area. However, there will be a percentage of time that the assistant is required to assist in other areas of operations of the Corporation.

DUTIES & RESPONSIBILITIES:

1. Assist in the dissemination of information and the preparation of information materials concerning the Program. The Assistant will provide information upon request to the community members. The Assistant will also help with publicizing via the media.
2. The Assistant will liaise with the Restorative Justice Workers and assist them with travel and other needs as well as consulting with them about their concerns in the absence of the Restorative Justice Coordinator.
3. Arrange for and assist at the monthly Conference Calls/Meetings of the Restorative Justice Workers and the Restorative Justice Coordinator.
4. Assist in the maintenance of a central filing system of actual conferences held as well as other reports submitted by the Restorative Justice Workers.
5. Assist in the planning for and holding of Training Workshops.
6. The Assistant will perform actual CAC circles as required.
7. Assist in the self-evaluation program by distributing and collecting questionnaires, and liaising with personnel hired to complete same.
8. Assist with the Public Legal Education Coordinator, the Victim Witness Advocate and the Community Legal Workers with any work they may be doing in the Restorative Justice area.
9. Assist in the development of Proposals to possible funders.

Other

1. Develop forms to be used in the diversion of charges and implementation of conference agreements.
2. Assist in the development of training materials and facilitate training programs.
3. Assist the Legal Aid Department as required.
4. Work with the Training of Trainers Program, a component of the Restorative Justice Program.
5. Other office related duties as required.

ACCOUNTABILITY:

The Restorative Justice Assistant is responsible to the Restorative Justice Coordinator for day to day activities and to the Executive Director for overall work performance.

QUALIFICATIONS:

The Assistant should possess at a minimum, secondary education with experience in office administration, clerical duties, and an understanding of the justice system. Ideally, the Assistant should have an post secondary education in the legal secretarial, law clerk or paralegal fields with a good understanding of Aboriginal issues and familiarity with NAN and its First Nations.

SALARY RANGE:

This position pays \$15,000 to \$25,000 per year. This is a part-time contract position dependant on availability of funding and the continuation of the Restorative Justice Initiative at NALSC. This is a non-managerial position.

Updated June, 2004

Nishnawbe-Aski Legal Services Corporation

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April 12, 2021

Chantelle Johnson
RJ, Bylaw, Hub, SA/DV, YI/RJ - Program Manager/Sioux Lookout Office Manager
C/o Nishnawbe-Aski Legal Services Corporation
Thunder Bay, ON
P7E2R6

Private and Confidential

Dear Chantelle:

We are very pleased to inform you that your duties and responsibilities **Sioux Lookout Office Manager** has been approved to be extended till March 31, 2022. During this time, your temporary salary increase received on July 24, 2021, **\$70,000 – \$76,000**, will remain in effect. This extension is based on approved 2021/22 fiscal funding for the Restorative Justice Program and is subject to approval beyond March 31, 2022. *2023*

For further information regarding your duties and responsibilities, please contact Irene Linklater, Executive Director.

We thank you for your continued dedication and the hard work that you do for Nishnawbe-Aski Legal Services Corporation.

Sincerely,

Colette Shwetz
HR Manager

Cc: Finance Department

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