



Employee Information

1. Personal Information

Full Given Name: Keesic Shirley
Last First M Initial.

Address: 105 Delta Road 114
Street Address Box #

Balmertown ON POV1C0
City/Town Province Postal Code

Home Phone: (807) 735-2628 Alternate Phone: cell (807) 728-0221

Primary Email: skeesic@nanlegal.on.ca

SSN #: 455-48-295 Status #: 2050159101
LACSEUK FN

2. Job Information

Title: Restorative Justice Worker Employee ID: _____

Supervisor: Chantelle Johnson Department: DOJ

Work Location: Bulmer Town Work Email: skeesic@nanlegal.on.ca

Work Phone: (807) 735-2709 Cell Phone: ()

Start Date: Mar 7/11 Benefits: yes Pension: Y/N yes

Term Date: _____ Salary: \$ 55,077.-

3. Emergency Contact Information

Full Name: WINTERTON Gerald C
Last First M Initial.

Address: 105 Delta Road 114
Street Address Box #

Balmertown ON POV1C0
City/Town Province Postal Code

Primary Phone: (807) 735-2628 Alternate Phone: cell (807) 728-2503

Relationship: Common-law

Keesic @ APR. 12, 2019

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



115 Howey Street,
P.O. Box 342,
Red Lake Ontario
POV 2M0

Telephone: (807) 727-2418/9
Facsimile: (807) 727-2578
File Reference: 726 70***902

22 March 2011

COPY

POLICE RECORDS SEARCH CERTIFICATE

NAME: Shirley KEESICK
Shirley Lee KEESIC
Shirley CARLSON

ADDRESS: P.O. Box 114
105 Delta Road
Balmertown, Ontario P0V 1C0

D.O.B: 19 June 1957

You have provided this office with identification, which includes a photograph and signed consent, authorizing the searching of the Canadian Police Information Centre for criminal records supported by fingerprints and files in the Canadian Police Information Centre Investigative Data Banks, matching your name and date of birth and the disclosure of the results to you.

Based on the information received, there is no criminal record identified. Please be advised, information can only be confirmed by fingerprint comparison.

****A search of the Pardoned Sexual Offender Database has been searched with NEGATIVE results****

Page 1 of 2

22/03/11

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



COPY

A fee in the amount of \$25.00 was received for this enquiry service and the documentation involved.

Copies made of the identification that you produced and this certificate is kept at least twelve months.

Detachment Commander or Designate:



S/Sgt. B. Bennett #6531
Detachment Commander
Red Lake/Ear Falls Detachments

/cb

I solemnly declare that I am the subject mentioned in this report.

Signature



This correspondence should not be relied upon unless embossed in lower right hand corner.

Page 2 of 2

22/03/11

EMPLOYMENT CONTRACT

This agreement made in triplicate this 7th day of March, 2011.

BETWEEN:

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

OF THE FIRST PART

-and-

SHIRLEY KEESIC
(hereinafter referred to as the "Restorative Justice Worker")

OF THE SECOND PART

Nishnawbe Aski Legal Services Corporation hereby employs **SHIRLEY KEESIC** to fill the full-time position of Restorative Justice Worker. The following shall be the terms and conditions of employment:

1. TERMS OF REFERENCE

- 1.1 The Restorative Justice Worker 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 Restorative Justice Worker 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 **Hours of Work/Accessibility**
The Restorative Justice Worker will work five days per week during normal business hours (pursuant to the NALSC Personnel Policies & Procedures Manual) for a total of 35 hours per week (deemed as full-time) 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.
- 1.4 The Restorative Justice Worker agrees to comply with all lawful instructions given by her supervisor or Executive Director or their designates.
- 1.5 The Restorative Justice Worker 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.

- 1.6 The Restorative Justice Worker 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.
- 1.7 The Restorative Justice Worker shall generally carry out the duties and responsibilities of employment at . Travel to NAN First Nations and communities throughout Ontario will 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 March 7, 2011, and ending on March 6, 2012 . The Restorative Justice Worker agrees to provide the services outlined in Schedule "A" for this period and NALSC agrees to employ the Restorative Justice Worker 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 Restorative Justice Worker 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 6, 2012, shall be deemed to be notice of the termination/expiration of this Agreement.
- 2.3 The Restorative Justice Worker's performance shall be reviewed by the Restorative Justice Coordinator. The Restorative Justice Worker 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 Restorative Justice Worker at any time during the course of this Agreement if it is deemed to be necessary.

3. FINANCIAL ARRANGEMENTS

3.1 Contract Amount

The Restorative Justice Worker shall be paid at a fixed salary of \$42,000.00 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 Restorative Justice Worker with the following benefits:

- 1) Vacation Leave (pursuant to Personnel Policies and Procedures Manual)
- 2) Earned 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 – if applicable.
- 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 Restorative Justice Worker 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 Restorative Justice Worker of two week's pay in lieu of notice, inclusive of benefits.

4.3 The Restorative Justice Worker 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 Restorative Justice Worker's services are provided are dependent on the provision of continued funding by the Department of Justice 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 Restorative Justice Worker 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 Restorative Justice Worker 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 Restorative Justice Worker 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.
- 7.2 The rights of the Restorative Justice Worker 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 Restorative Justice Worker 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 Restorative Justice Worker 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 Restorative Justice Worker shall be sufficiently given if delivered to the Restorative Justice Worker personally or if mailed by registered mail to the Restorative Justice Worker'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 Restorative Justice Worker.
- c) Any notice given by mail shall be deemed to have been given seventy-two (72) hours after the time it is posted.

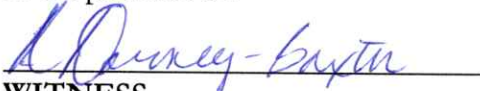
15. INDEPENDENT LEGAL ADVICE

- 15.1 The Restorative Justice Worker 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 7th day of March, 2011 in the City of Thunder Bay, in the Province of Ontario.


SIGNED, SEALED AND DELIVERED

In the presence of:


WITNESS


SHIRLEY KEESIC

**NISHNAWBE-ASKI LEGAL
SERVICES CORPORATION**

Per: 
I have authority to bind the corporation.

2/ - 3

○ ○

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SIGNED, SEALED AND DELIVERED

In the presence of:


WITNESS


SHIRLEY KEESIC

**NISHNAWBE-ASKI LEGAL
SERVICES CORPORATION**

Per: 
I have authority to bind the corporation.



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115 Hawey Street,
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Telephone: (807) 727-2418/9
Fax: (807) 727-2578
File Reference: 726 70***902

22 March 2011

POLICE RECORDS SEARCH CERTIFICATE

NAME: Shirley KEESICK
 Shirley Lee KEESIC
 Shirley CARLSON

ADDRESS: P.O. Box 114
 105 Detta Road
 Balmertown, Ontario P0V 1C0

D.O.B: 19 June 1957

You have provided this office with identification, which includes a photograph and signed consent, authorizing the searching of the Canadian Police Information Centre for criminal records supported by fingerprints and files in the Canadian Police Information Centre Investigative Data Banks, matching your name and date of birth and the disclosure of the results to you.

Based on the information received, there is no criminal record identified. Please be advised, information can only be confirmed by fingerprint comparison.

****A search of the Pardoned Sexual Offender Database has been searched with NEGATIVE results****


Ontario
Provincial
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A fee in the amount of \$25.00 was received for this enquiry service and the documentation involved.


Copies made of the identification that you produced and this certificate is kept at least twelve months.

Detachment Commander or Designate:


S/Sgt. B. Bennett #6531
Detachment Commander
Red Lake/Ear Falls Detachments

/cb

I solemnly declare that I am the subject mentioned in this report.

Signature 

This correspondence should not be relied upon unless embossed in lower right hand corner.



Nishnawbe-Aski Legal Services
Corporation

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L "PCLP-Δᐱ

February 16, 2011

Ms. Shirley Keesic
P.O. Box 114
Balmertown, ON P0V 1C0

Dear Ms. Keesic:

RE: Restorative Justice Worker – Red Lake

We are pleased offer you the position of Restorative Justice Worker in Red Lake-Balmertown commencing March 7, 2011, with the proviso that we be provided with a Criminal Background Check prior to the start date of your employment.

Upon receipt of the Criminal Background Check we will prepare a contract setting out the terms of your employment at the agreed upon salary of \$42,000.00 per annum.

We look forward to having you work with us to provide restorative justice services to our communities.

Yours truly,


Gelina Reitberger
A/Executive Director

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:

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

*called
4:00
3:20 am
February
1:30*

SHIRLEY KEESIC
PO. BOX 114, BALMERTOWN, ON POV 1C0
Home: (807) 735-2628 / Work: (807) 727-2847 ext.230 or 728-0221 cell

Summary: Lac Seul First Nations member, experienced Ojibway professional with specialties in areas of Criminal Courtwork, Social Work (including Investigation, Family Services Worker & After-Hours Emergency Worker), Human Resources, all aspects of Administrative including office management administration. I have my Ontario Driver's Licence, Class "G" and own vehicle.

Technical Skills & Training: Computer programs: MS Word, Word Perfect, EXCEL, Novell Groupwise, Internet, GHRIS, VIP integrated HRIS systems; CASNEW local pay systems. Certification in: Applied Suicide Intervention Skills Training (June 2010); New Workers Training Program, Tikinagan (Oct.2004-May.2005). First Aid/CPR March 2010, Honouring All Abilities Accessibility for Ontarians with Disabilities Act – Customer Service Standard Readiness Compliance 7 Hour Training November 23, 2010. Food Handler Certification November 1, 2007.

Committees: Youth Justice Committee; METRAC Advisory Committee (Metropolitan Action Committee on Violence Against Women & Children) outcome of METRAC was development of pamphlet "Swimming with Sharks"; Crimestoppers, Board of Directors, for Northwestern Ontario & Northern Minnesota.

Work History: November 20, 2006 to Present: Aboriginal Criminal Courtworker, Red Lake Indian Friendship Centre. Overall purpose of the position is to ensure Aboriginal people who come in contact with the law get fair & reasonable treatment in the judicial process. Duties include: ensure clientele confidentiality / case management; assist with Legal Aid application/processes; external/internal referrals for rehabilitation & assessing clients including follow-up; develop program ensuring services are delivered; to be unbiased but ensure clientele are well aware of their rights & responsibilities; ability to deal with judicial professionals such as Judges, Lawyers, Probation Officers including Youth, OPP, Court Clerks, Victim/Witness Protection Workers, Social Workers, and many service providers in the Red Lake District. Facilitator for the Youth Justice Committee, Red Lake.

June 5, 2006 to November 17, 2006: Investigation/Intake Worker, Tikinagan Child & Family Services, Red Lake Unit. Serve Pikangikum & Poplar Hill First Nation families as assigned to investigate child protection matters/issues. Overall duties were: case management, maintain confidentiality, response to child protection issues, deal with Chief & Council, Police, NAPS, Nursing Stations, and all collaterals involved in cases, consultation with immediate supervisor on all matters & decision-making, plus travel.

November 29, 2004 to June 4, 2006: Family Services Worker, Tikinagan Child & Family Services, Red Lake Unit. Serve Pikangikum First Nation families as assigned. Completed New Hires Training Program in May, 2005. Duties include: dealing directly with families & children in matters of child protection issues; assist families with referrals & resources; ensure data entered in timely manner; follow-up to external referrals; work closely with the child care worker to ensure safety & family plans are adhered to: respond on short notice to any emergencies with families & children, ensuring appropriate decisions are made in consultation with Supervisor; other duties as requested by Supervisor. I also worked as Emergency After-Hours Child Care Worker for the Kenora-Patricia Family & Child Services, Red Lake – supervisor was Tim Alderton.

1994-2003: Canadian Broadcasting Corporation, Dept. Assistant, Human Resources, CBC North, Yellowknife, NWT. Provided specialized Human Resources administrative support to both employees and managers. This included all aspects of employee relations, benefits, payroll, pensions, relocation, rents, etc.

1991-1994: Government of the Northwest Territories, Yellowknife NWT. Job titles include: Administrative/Executive Secretary; Finance Clerk.

1983-1991: Gulf Oil/BeauDril Ltd., Tuktoyaktuk, NWT. Job titles include: Senior Analyst, Executive Secretary, Human Resources Assistant, Reservations Clerk, Finance Clerk.

1976-1983: Worked for various aboriginal organizations including Red Lake Indian Friendship Centre, Ontario Metis Association, Tree of Peace Friendship Centre and Grand Council Treaty #9.

1972-1976: Education: Business Administration, Confederation College, Thunder Bay. Hillcrest High School, Thunder Bay.

Hobbies & Interests: Baking, cooking, canning, hunting, fishing, boating, camping, ice-fishing, skidooing, and traveling.

REFERENCES FOR SHIRLEY KEESIC @ Feb. 2, 2011

1. KIM HARDER, EXECUTIVE DIRECTOR, RED LAKE
INDIAN FRIENDSHIP CENTRE 1-807-727-2847, ext.224

2. LUCILLE MORRIS, ASSISTANT DIRECT SERVICES
SUPERVISOR, TIKINAGAN, SIOUX LOOKOUT
1-877-762-3290, ext.2592

3. SIMEON THOMPSON
Family Services Worker, Red Lake Unit
1-807-727-3047

2007

Nishnawbe-Aski Legal Services Corporation



RESTORATIVE JUSTICE WORKERS Interview Questions

Date: Feb. 15 / 11
Interviewer: Celina Reitterger
Candidate: Shirley Keesic

RATING	
Excellent	= 5
Very Good	= 4
Good	= 3
Fair	= 2
Poor	= 1
Unacceptable	= 0

1. a) Describe in your own words, what Restorative Justice is?

Comments: CJC - as old as time
repair the harm. done
- healing circles better than mainstream
- confid.
- seen it work - I circle myself
- non harmful -

Rating: 5 / 5

b) Please outline any experiences and/or training that you have had in Restorative Justice?

Comments: Ken Brown - Xenona Nichi VR. -
- Mediation Skills - Winnyog Mediation Centre
- Youth Justice Healing Circles
- has a lot of contacts

Rating: 5 / 5

c) Why is Restorative Justice important to the Nishnawbe-Aski First Nation communities?

Comments: - a lot of recidivism
- need someone consistent & persistence
- 9 g.c - daughter in Sandy
Pik + Poplar Hill

Rating: 3.5 / 5

SPK
D. J. Keesic

2. How would you go about setting up a justice committee in one of the communities that you would serve as a Restorative Justice Worker?

Comments: - contact potentials - it is there
- criminal record ch. committee
- 4 devoted prof. people
- couple of Elders on call
Rating: 3/5
- one to one contact.

3. You are going to facilitate a RJ Circle, the victim is reluctant to take part? What steps would you take to ensure the attendance of the victim?

Comments: - talk to witness - Michelle Donohy
- someone they can trust & rely on
- family support
Rating: 3/5
- has had a chance to view N/A CD's

4. What if a Band Councillor wants to attend a RJ Circle and one of the circle participants feels there is a conflict of interest. How would you handle this situation?

Comments: - everyone must be in agreement
- comfort level
- victim may not want to talk -
- aware of conflicts in communities.
Rating: 4/5
- Ch & C. want to be informed. -

5. Besides charge diversions from the courts, can you think of any other areas, where the circle process might be used?

Comments: - with the youth -
- schools
- nursing station
- any service providers
Rating: 4/5
sat on Policing Committee
1st time
mura
incident.

6. How do you see yourself serving the five communities in your area on a monthly basis?

Comments: - add. to see once a month.
- the more the better - build relationships
- phone
- be avail. to them.

Rating: 4 /5

7. Describe what some of your daily tasks will be as a Restorative Justice Worker.

Comments: - ck messages
- needs to be organ / have structure
- prioritize - see next 6 months proactive

Rating: 4.5 /5 - reports are done b f files

8. To ensure the success of this initiative, evaluation of the project is important in terms of keeping and tracking statistics, trends and overall participant feedback. How can you contribute to the success of the program's evaluation?

Comments: - ensure stats in system
- document everything
- ask questions
- newsletters

Rating: 4 /5

9. What if one the communities in your area decides that the circle process is not for them? What would you do...?? What if it was the Tribal Council?

Comments: - find out why
- have a circle just for that
- is it me?
- cultural sensitivity - stay calm options.

Rating: 3.5 /5

10. Describe your computer and record keeping skills.

TC - go to ED

- no appreb.
 - Justice Info Systems
 Comments: - deemed a Crim Ct. Worker
 - helps youth write letters
 - so organized
 Rating: 5 /5 no one is perfect

11. Suppose that you were facilitating a RJ Circle where some of the participants spoke another language. How would you handle the language barrier?

Comments: - Keewaywin = Cree
 - if I felt I could handle
 - for the 1st few I probably would.
 Rating: 3 /5 INTERPRETOR

12. Anything else that you would like to add?

crime stoppers
 MetraX -
 2 day workshop - lawyers
 - saw P.K. F.N. Hall
 - Youth Just. Committee
 - loves to do workshops
 No Rating

Total Score: 52 /65 $\frac{52}{65} = \frac{4}{5}$ 80%

OTHER GENERAL QUESTIONS:

A. Do you have a vehicle and valid driver's license...?

B. If you being considered for the position would you voluntarily provide us with a Criminal Background Check...??

absol.

C. What are your salary expectations for the position...???

45K ↑

D. Does working from our ~~Sioux Lookout~~ ^{*Dalmertown*} ^{*Led Lake*} office pose any potential problems for you...?? If so, what are they...?

NO!
'could walk!'

REFERENCE CHECK QUESTIONNAIRE

1. In what capacity did you work with (candidate's name)?
2. How would you describe his/her work performance?
3. Did he/she follow direction closely and meet deadlines?
4. Would you describe him/her as self-motivated? How so?
5. What were some of the challenges he/she faced while working with you?
6. What are the person's strengths and weaknesses?
7. Do you wish to make any other comments regarding (candidate's name) work performance?

2007

Nishnawbe-Aski Legal Services Corporation



RESTORATIVE JUSTICE WORKERS
Interview Questions

Date: Feb 15, 2011
Interviewer: A Downey-Parter
Candidate: Shirley Keesik

RATING	
Excellent	= 5
Very Good	= 4
Good	= 3
Fair	= 2
Poor	= 1
Unacceptable	= 0

1. a) Describe in your own words, what Restorative Justice is?

Comments: traditional, accountable, fair + equitable
attended experiences participated in circles as Facilitator
- quite knowledgeable, sexual abuse - quite sensitive

Rating: ~~4~~ /5 5

b) Please outline any experiences and/or training that you have had in Restorative Justice?

Comments: Ken Brown - Nicki - mentored, NAPS - Kenora -
collaboration, mediation/skills - Wimpas Mediatm - David
Dech - Youth Justice - now playing - outreach
networking.

Rating: 5/5

c) Why is Restorative Justice important to the Nishnawbe-Aski First Nation communities?

Comments: Recidivism - Red Lake many FN online
present, persistent.
- getting lost
daughters - Sandy Lake - P. Karakum. Poplar - opkway

Rating: 4 /5

14

2. How would you go about setting up a justice committee in one of the communities that you would serve a Restorative Justice Worker?

Comments: experienced in life - contact potential - criminal records check - elders - involved - contact people in community one-on-one - appropriate ref.
 meals.

Rating: 3 /5

3. You are going to facilitate a RJ Circle, the victim is reluctant to take part? What steps would you take to ensure the attendance of the victim?

Comments: Victim/Witness lesson - get resources - trusty relationships take time.
 Ralph & Shane - videos

Rating: 3 /5

4. What if a Band Councillor wants to attend a RJ Circle and one of the circle participants feels there is a conflict of interest. How would you handle this situation?

Comments: tell Band Councillor - must have permission - victim based - must be direct talk - keep trying to make victim comfortable.
 positive feeling.

Rating: 4 /5

5. Besides charge diversions from the courts, can you think of any other areas, where the circle process might be used?

Comments: youth - what FN. has for resources - schools - service providers in community.
 Red Lake Policing SS Brent Bennett - 3 levels -

Rating: 4 /5

14

6. How do you see yourself serving the five communities in your area on a monthly basis?

Comments: Travel - once a month - build relationships
administration, data base up to date - communication

Rating: 4 /5

7. Describe what some of your daily tasks will be as a Restorative Justice Worker.

Comments: check message communication - organized - needs
structure - prioritize workload - pro active in
planning -

Rating: 4.5 /5

8. To ensure the success of this initiative, evaluation of the project is important in terms of keeping and tracking statistics, trends and overall participant feedback. How can you contribute to the success of the program's evaluation?

Comments: ensure all stats in system, document well -
adhere to reporting systems - talk to participants
for feedback - follow up.

Rating: 4 /5

9. What if one of the communities in your area decides that the circle process is not for them? What would you do...?? What if it was the Tribal Council?

Comments: find out why - work on it.

Rating: 3.5 /5

10. Describe your computer and record keeping skills.

16

Comments: computer - high comfort level - 9.15.
data entries - record keeping high.

Rating: 5 / 5

11. Suppose that you were facilitating a RJ Circle where some of the participants spoke another language. How would you handle the language barrier?

Comments: ensure someone knew the language.
pending on comfort zone - would use interpreter

Rating: 3 / 5

12. Anything else that you would like to add?

Crime stoppers - Met track - also good as seen
in abusive conditions - Youth Justice Committee
likes to do workshops.

No Rating

Total Score: ~~50~~ 52 / 65

OTHER GENERAL QUESTIONS:

A. Do you have a vehicle and valid driver's license...?

Yes

B. If you being considered for the position would you voluntarily provide us with a Criminal Background Check...??

yes

C. What are your salary expectations for the position...???

45+

D. Does working from our ^{Led Lake}~~Sioux Lookout~~ office pose any potential problems for you...?? If so, what are they...?

No.

Nishnawbe-Aski Legal Services
Corporation

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L "PCL P. A"

February 28, 2011

BY COURIER

Ms. Shirley Keesic
P.O. Box 114
Balmertown, ON P0V 1C0

Dear Ms. Keesic:

RE: Restorative Justice Worker – Red Lake

Please find enclosed Volunteer/applicant Screening Process Consent to Disclosure of Personal Information duly completed for processing.

We look forward to seeing you next week.

Yours truly,



Alanna Downey-Baxter
Restorative Justice Manager

Enc.

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



Ontario
Provincial
Police

Handwritten notes:
KOW
Feb 28/11
AS 16965

Volunteer/Applicant Screening Process

**Consent to Disclosure
of Personal Information**

Note: This form to be used to assist the agency to determine the suitability of successful candidates for either full or part time employment and/or volunteer duties having direct contact with children or vulnerable persons.

Applicant Information

Surname KEESICK				Given Names SHIRLEY			
Maiden Name or Other Names used (if applicable)				Place of Birth RED LAKE, ON			
YY 57	MM 06	DD 19	Sex F	Area 807	Telephones (Res.) 735-2628	Driver's Licence Number K2196-70805-75619	
Address: Number 105		Street Detta Rd. / Box 114			Apt./Unit	City/Town/Municipality Balmertown POVICO	

Previous addresses for the last five years (If insufficient room, attach a separate sheet.)

Number	Street	Apt./Unit	City/Town/Municipality	Postal Code	Years at Residence
<i>(This section is crossed out with a diagonal line)</i>					
<i>(This section is crossed out with a diagonal line)</i>					
<i>(This section is crossed out with a diagonal line)</i>					
<i>(This section is crossed out with a diagonal line)</i>					
<i>(This section is crossed out with a diagonal line)</i>					

(Please read carefully.)

I hereby consent to full disclosure, by the Ontario Provincial Police (OPP) to the person(s) listed below, of all police record information. This consent includes the release of records of criminal convictions for which a pardon has not been granted, records of discharges which have not been removed from the CPIC system in accordance with the *Criminal Records Act*, or any convictions registered, charges pending or any other judicial order issued under an Act of Parliament or an Act of the Legislature. This consent also includes and authorizes the release of information available from the files of the OPP or any other police agency, including occurrence information, which the OPP deems necessary to fulfill the requirements of the volunteer/applicant screening process. This consent is given pursuant to s.42(b) of the *Freedom of Information and Protection of Privacy Act*.

Name Alanna Downey-Baxter	Title Restorative Justice Manager
Name of Organization Nishawbe-Aski Legal Services Corp. 80 S. Cumberland St., Thunder Bay, ON P782V3	

The *Criminal Records Act*, provides for additional information to be provided to a person or organization responsible for the well-being of one or more children or vulnerable persons. I am an applicant for a paid or volunteer position with such a person or organization, as defined by the *Criminal Records Act*, as described below:

Description of the paid or volunteer position: Restorative Justice Worker	
Name of the person or organization: Nishnawbe-Aski Legal Services	Title
Details regarding the child(ren) or vulnerable person(s): adult and young offenders	

Therefore, pursuant to a request by the above person or organization, I hereby consent to a search of the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to determine if I have been convicted of, and been granted a pardon for, any of the offences listed in the schedule to the *Criminal Records Act*. I understand that pursuant to this consent, if I am determined to be the person named in a criminal record as described above, that record may be disclosed to the Ontario Provincial Police (OPP) and the OPP will then disclose that information to me and to the person or organization referred to above.

Release and Discharge

I hereby release and forever discharge Her Majesty the Queen in right of Ontario, the Commissioner of the Ontario Provincial Police and all members and employees of the OPP from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of information by the OPP.

Shirley Green Feb 28/11
 Signature of Applicant Date

K. Wood
 Signature - Organization Witness

RL OPP
 Identification verified by

STAMP OF ORGANIZATION

Confidential

This record and the information contained therein, is being provided in confidence and shall not be disclosed to any person except as provided above.

The information provided is based on a name check only and having a birth date as provided above.

- Fails to reveal any record relating to the above subject
- Indicates the following information may relate to the above subject.

REQUEST FOR VULNERABLE SECTOR CHECK

THIS FORM MUST:

- originate from the organization requesting a check of the Pardoned Sexual Offender Database; and
- accompany each completed Request to Consent of Personal Information LE220E or LE220F
- be kept on file (originals by the OPP and copies by the Organization) for each request for a Vulnerable Sector (VS) check and be available for audit purposes for at least two years

TO BE COMPLETED BY REQUESTING ORGANIZATION:

Reason for Request: Employment Volunteer

Requesting Organization: Nishnabe-Aski Legal Services

Contact Name at Organization: Alanna Downey-Baxter

Telephone #: 807-622-1413

Applicant Name: Shirley Keesick

Position Being Applied For: Restorative Justice

IN WHICH VULNERABLE SECTOR(S) WILL THE APPLICANT BE WORKING?

According to the Criminal Records Act, Section 6.3, "vulnerable persons" means persons who, because of their age, a disability or other circumstances, whether temporary or permanent,

(a) are in a position of dependence on others; or

(b) are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

Children, under the age of 18

Elderly

Disabled

Other circumstances. Please specify the circumstances that require a Vulnerable Sector Check.

CONTACT WITH THE ONTARIO PROVINCIAL POLICE (OPP) UNDER THE MENTAL HEALTH ACT

The following section must be completed by an individual with the authority of the requesting organization.

1. Alanna Downey-Baxter
(Print name of representative authorized to bind requesting organization).

CERTIFY THAT Nishnabe-Aski Legal Services (Print organization name)

requires the OPP include information about the applicant's contact with the OPP under the *Mental Health Act*, if any, in the Vulnerable Sector Check check. The result will be provided to the applicant. I certify that the disclosure of information is required as it relates to a bona fide occupational/volunteer requirement and is required to assess the applicant's suitability for the position. The applicant is aware that responsibilities of the position relate to the request for *Mental Health Act* apprehension information.

OR

does NOT require that the OPP include information, if any is available, regarding contact with the applicant under the *Mental Health Act* in the reference check.

VERIFICATION OF PERSONAL IDENTIFICATION

Applicant is attending an OPP Detachment to have their identification verified, OR

I have viewed two valid pieces of government issued identification (photocopies attached) in the name of the applicant, one of which is valid photo ID, other than a health card or SIN card (example, driver's licence or passport) to confirm the identity of the applicant. (NOTE: This does not apply if applicant attends an OPP Detachment to initiate this check as OPP detachment will verify identity.)

SIGNATURE OF REPRESENTATIVE OF ORGANIZATION REQUESTING CHECK:

SIGNATURE: [Signature] DATE: Feb 28, 2011

TO BE COMPLETED BY APPLICANT:

Applicant Name: Shirley Keesick

I hereby declare that the information submitted on this form is true and complete. I understand that making a false statement may disqualify me from obtaining a Vulnerable Sector Check Certificate, and may subject me to criminal charges or other legal liability.

I HEREBY AUTHORIZE, AND CONSENT TO, FULL DISCLOSURE OF THE FOLLOWING INFORMATION AND RECORDS BY THE OPP, AND BY ANY OTHER POLICE AGENCY IN CANADA TO WHICH A COPY OF THIS FORM IS PROVIDED:

- Criminal record (including youth records that are disclosable, pursuant to the *Youth Criminal Justice Act*);
- Pardoned sexual offences (see "Consent to Pardoned Sexual Offence Check", below);
- Findings of not guilty by reason of mental disorder;
- Probation, prohibition and other judicial orders, which are in effect;
- Details of incidents that may assist an agency in making an informed decision, including investigations where either no charges were laid or there was no finding of guilt; and/or
- Contacts with the police under the *Mental Health Act* (if requested).

CONSENT FOR A CRIMINAL RECORD CHECK FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED. (Not applicable for persons under 18 years of age)

I consent to the OPP searching the automated criminal conviction records retrieval system, maintained by the Royal Canadian Mounted Police (RCMP) to determine whether I have been convicted of a sexual offence listed in the Schedule to the *Criminal Records Act*, for which a pardon has been granted/issued. I understand that, if a check indicates a possible match between me and a person with a criminal conviction or pardoned sexual offence of a similar name and date of birth, the OPP must verify the match to either confirm or exclude me, and will ask me to attend for fingerprinting. If I choose not to provide fingerprints, the OPP will not issue a Vulnerable Sector Check Certificate and will notify the requesting organization that I have withdrawn from the process.

I also understand that if I do provide fingerprints and my fingerprints match those of the pardoned sexual offender, then in accordance with the *Criminal Records Act*,

- The OPP will request the Commissioner of the RCMP to provide the record to the Minister of Public Safety;
- The Minister may disclose all or part of the information contained in the record to the OPP.

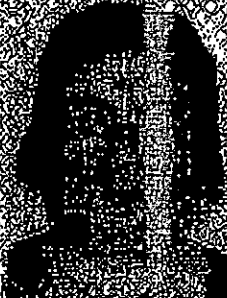
I understand that I have the right to refuse consent for a Vulnerable Sector Check.

I consent to the OPP conducting a check, collecting, and disclosing my personal information for the purpose of a Vulnerable Sector Check.

Applicant's Signature: [Signature] Date: Feb. 28, 2011

LE225 April 2010

Ontario Driver Licence / Permis de conduire **ON**



KEESICK
SHIRLEY
RESIDENT ADDRESS / ADRESSE RESIDENTIELLE
PALMERTOWN, ON, POV 1C0

NUMBER / NUMERO **K2196 - 70805 - 75619**

ISSUE DATE / DATE DE DELIVRANCE **2008/06/24** EXPIRES / EXPIRE **2013/06/19**

IDENTIFICATION NUMBER / NUMERO D'IDENTIFICATION **A52655549** HEIGHT / HAUTEUR **165 cm**


SEX / SEXE **F**

CLASS / CATEG. **G** IDENTIFICATION NUMBER / NUMERO D'IDENTIFICATION **K2195-70805-75619**

RESTRICTIONS / RESTRICTIONS **X** EXPIRES / EXPIRE **1957/06/19**

3 - DATE OF BIRTH / DATE DE NAISSANCE **1957/06/19** *8283887

CERTIFICATE OF INDIAN STATUS - CERTIFICAT DE STATUT D'INDIEN

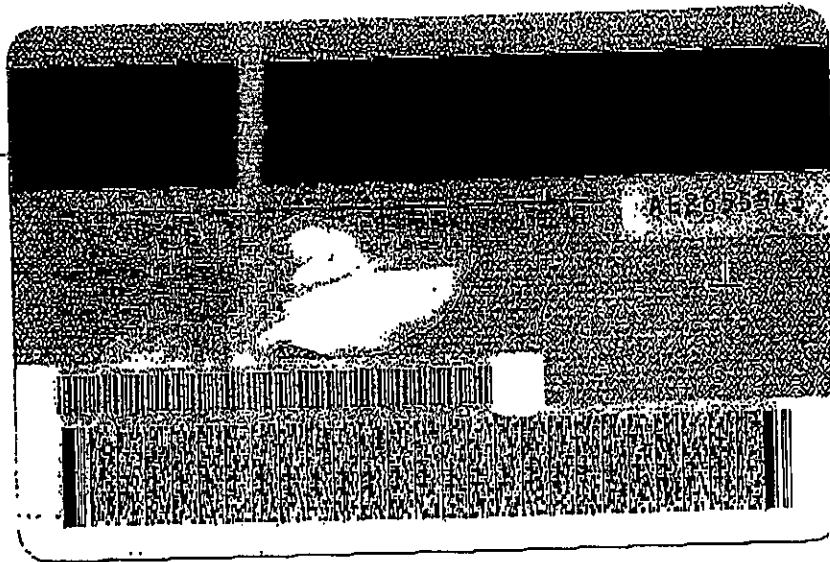


Given Name - Nom de naissance
Keesick

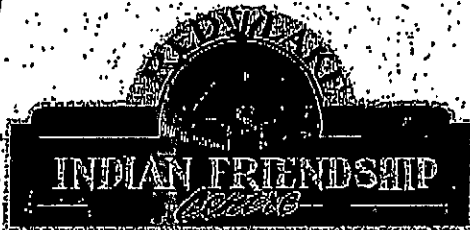
Alida - Nom d'usage
Shirley

Registry No. - No. de registre
2050159101

is an Indian within the meaning of the Indian Act, Chapter 27, Statutes of Canada (1985).
est un Indien au sens de la Loi sur les Indiens, Chapitre 27 des Lois du Canada (1985).



Date of birth - Date de naissance	Registry group - Groupe d'enregistrement
1957.06.19	Lac Seul
Sex - Sexe	
This card is valid until / Cette carte est valide jusqu'au: June 2012	
Elder's signature - Signature de l'aîné	
<i>[Handwritten Signature]</i>	
Issued on / émise le: 2007.05.29	Date of issue / Date de délivrance
<i>[Handwritten Signature]</i>	



Box 244 Red Lake, Ontario Canada P0V 2M0

Ph: 807 727-2847 Ex: 807 727-3253

Fax 1-807-622-3024

Fax Cover Sheet

Date: Feb. 28/11 No. of Pages 9
(including this cover)

Urgent

For your information

Confidential

To: Alanna Downey-Baxter @ NAN, TBay

From: Shirley Keesick - Restorative Justice

Re: C.R.C.

Message: Pages you need to fill in please.

OPP requires "original" signature in PEN - Therefore please mail to me @ Box 114, Balmertown, On.

POV 1 CD - Once rec'd, I can take whole app. back to Red Lake DPP as they requested.
Kind thanks/mercy!

Shirley
😊

(PS) How long is the training??

Should you encounter any difficulties please contact 727-2847 and ask for Shirley

😊

Nishnawbe-Aski Legal Services Corporation

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L "NCL P. Δ"

February 28, 2011

Ms. Shirley Keesic
P.O. Box 114
Balmertown, ON P0V 1C0

Dear Ms. Keesic:

RE: Restorative Justice Worker – Red Lake

Thank you for providing us with the Police Records Search Certificate which was completed on July 9, 2010. Our policy states that a current Police Records Search Certificate must be obtained as a condition of employment.

We undertake to reimburse you the cost of obtaining the Certificate.

We are in the process of arranging your training which will take place in Thunder Bay.

Yours truly,

Alanna Downey-Baxter
Restorative Justice Manager

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

Nishnawbe-Aski Legal Services Corporation

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Fax Cover

Date: Feb 28, 2011
To: Shirley Keesie
Fax: 807-727-3253
From: Alanna Diney-Bester
Re:

Message: Personal & Confidential

We are transmitting the following _____ pages (including this cover letter). If you do not receive all pages, please call us as soon as possible.

Telephone: 1-800-465-5581 Fax: 807-622-3024

Contact: _____

THE INFORMATION CONTAINED IN THIS TELECOPY IS INTENDED FOR THE USE OF THE RECIPIENT ABOVE. The telecopy may contain privileged, confidential, or undisclosed information. If the reader of this telecopy is not the intended recipient, you are hereby notified that you have received this telecopy in error, and that any review, dissemination, distribution, or copying of it is strictly prohibited. If you have received this in error, please notify us immediately by telephone and return the original transmittal to us by mail. Thank you for your cooperation.

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



Head Office:
684 City Road
Unit 14
Thunder Bay, Ontario
P7J 1K3

Nishnawbe-Aski Legal Services Corporation

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L'NCL'AS'

February 28, 2011

Ms. Shirley Keesic
P.O. Box 114
Balmertown, ON P0V 1C0

Dear Ms. Keesic:

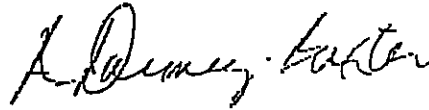
RE: Restorative Justice Worker – Red Lake

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We undertake to reimburse you the cost of obtaining the Certificate.

We are in the process of arranging your training which will take place in Thunder Bay.

Yours truly,



Alanna Downey-Baxter
Restorative Justice Manager

attached copy of receipt SK

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



Head Office:
Mattagamí First Nation
75 Helen Street
P.O. Box 99
Via Sagama, Ontario
P0M 1W0



Ontario Provincial Police
Police provinciale de l'Ontario

Official Receipt # A 896965
N° de reçu officiel

Received from Shirley Keesick
Reçu de Shirley Keesick
(Print name in full / Inscrire le nom au complet)

of the Township/Municipality of Red Lake
du canton/de la municipalité de

the sum of Twenty five Dollars \$ 25.00
la somme de Dollars

Cash / Espèces Cheque / Chèque Money Order / Mandat In payment of / en paiement de

Police Records Check: LE219 Occurrence Report Traffic Report #
Vérification des dossiers de la police : Rapport d'incident N° de rapport (circulation)

LE220 Fingerprints
Autre

Employee's Signature K. Keal-wood Badge/WIN # _____ Date Feb 28/11
Signature de l'employé(e) N° WIN/insigne Date



Box 244, Red Lake, ON POV 2M0

Ph. 807-727-2847 Fax: 807-727-3253

FAX COVER SHEET

DATE: February 18, 2011

of PAGES: 3
(including this page)

URGENT
CONFIDENTIAL

FOR YOUR INFORMATION
PLEASE RESPOND

TO: Celina Reitberger, A/Executive Director @ NAN

FAX #: 1-807-622-3024

FROM: Shirley Keesick, Red Lake

MESSAGE: Attached please find my Criminal Records Check – which is dated July 9, 2010. Should you require a more up-to-date GRC, please let me know asap – I can go to the Red Lake OPP Detachment today to re-apply, if needed. Kind meegwetch!

my extension is #230 (807) 727-2847.

Should you encounter any difficulties faxing, please contact 807-727-2847 and ask for Shirley Meegwetch / Kind thanks!

Ontario
Provincial
Police
Police
provinciale
de l'Ontario



115 Hawey Street,
P.O. Box 342,
Rad Lake Ontario
POV 2M0

Telephons: (807)727-2418/9
Facsimile: (807) 727-2578
File Reference: 726 70***902

9 July 2010

COPY

POLICE RECORDS SEARCH CERTIFICATE - VOLUNTEER SCREENING

NAME: Shirley Lee KEESICK
ADDRESS: P.O. Box 114
105 Detta Road
Balmertown, Ontario POV 1C0
D.O.B: 19 June 1957

You have provided this office with identification, which includes a photograph and signed consent, authorizing the searching of the Canadian Police Information Centre for criminal records supported by fingerprints and files in the Canadian Police Information Centre Investigative Data Banks, matching your name and date of birth and the disclosure of the results to you.

Based on the information received, there is no criminal record identified. Please be advised, information can only be confirmed by fingerprint comparison.

****A search of the Pardoned Sexual Offender Database has been searched with NEGATIVE results****

09/07/10

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



COPY

Copies made of the identification that you produced and this certificate is kept at least twelve months.

Detachment Commander or Designate:

S/Sgt. B. Bennett #6531
Detachment Commander
Red Lake/Ear Falls Detachments



/cb


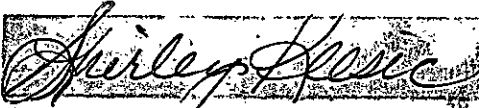
I solemnly declare that I am the subject mentioned in this report.

Signature

This correspondence should not be relied upon unless embossed in lower right hand corner.

02/18/11

	Indian and Northern Affairs Canada	Affaires Indiennes et du Nord Canada	1431792
	CERTIFICATE OF INDIAN STATUS - CERTIFICAT DE STATUT D'INDIEN <small>This is to certify that - Le présent atteste que</small>		
	Family name - Nom de famille Keesick		
	Given names - Prénoms Shirley		
	Alias - Nom d'emprunt		
	Registry no. - N° de registre 2050159101		
<small>is an Indian within the meaning of the Indian Act, Chapter 27, Statutes of Canada (1985) est un Indien au sens de la Loi sur les Indiens, chapitre 27 des Lois du Canada (1985)</small>			

	Human Resources Development Canada	Développement des ressources humaines Canada
	SOCIAL INSURANCE NUMBER	NUMÉRO D'ASSURANCE SOCIALE
455 418 293		
SHIRLEY KEESIC		
SIGNATURE		

Date of birth / Date de naissance	Registry group / Groupe d'enregistrement
1957.06.19	Lac Seul
Sex / Sexe	This card is valid until / Cette carte est valide jusqu'au
F	June 2012
Holder's signature / Signature du titulaire	
<i>Pauline Kees</i>	
Issuing officer's signature / Signature de l'agent émetteur	Issue date / Date d'émission
<i>S. Melo</i>	2007.05.29
<small>Finder please return postage free to INAC, Ottawa, Ontario, Canada K1A 0H4 Quelconque trouve le présent est prié de le retourner franc de port, au AINC, Ottawa (Ontario) Canada, K1A 0H4 83-004 (5-98) 7530-21-023-3673</small>	

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

Canada

Shirley Keesic ✓

P.O. Box 114 - 105 Delta Rd. ✓

807-735-2628 # ✓

807-728-0221 cell ✓

#425000 ± 26. = 1615.3846

23.0769/hr. ✓

Restorative Justice Worker.

Nov Scotia. 002 50337 0028428 ✓

SIN 455-418-293 ✓

Start Monday + 1 day travel (Monday)

6 days x 161.54 / day = 969.24 P#6

* New account setup. 7044 DOJ WAGES - SHIRLEY KEESIC.

Nishnawbe-Aski Legal Services
Corporation

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L "NCL ᐸᐸᐸᐸ

PR#6

Lee
7-11

February 16, 2011

Ms. Shirley Keesic
P.O. Box 114
Balmertown, ON P0V 1C0

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

Dear Ms. Keesic:

RE: Restorative Justice Worker – Red Lake

We are pleased offer you the position of Restorative Justice Worker in Red Lake-Balmertown commencing March 7, 2011, with the proviso that we be provided with a Criminal Background Check prior to the start date of your employment.

Upon receipt of the Criminal Background Check we will prepare a contract setting out the terms of your employment at the agreed upon salary of \$42,000.00 per annum.

We look forward to having you work with us to provide restorative justice services to our communities.

Yours truly,


Gelina Reitberger
A/Executive Director

Subject FW: Shirley Keesic info for payroll (DOJ)
From Alanna Downey-Baxter <adowneybaxter@nanlegal.on.ca>
Date Wednesday, March 2, 2011 9:36 am
To court.rlifc@shaw.ca

Good morning, Shirley: Would you kindly bring the following information for our payroll department when you come in on Monday.

Thank you.

Alanna

From: Carolyn White [mailto:cwhite@nanlegal.on.ca]
Sent: Wednesday, March 02, 2011 10:31 AM
To: Alanna Downey-Baxter
Cc: Lee Brown; Celina Reitberger
Subject: Shirley Keesic info for payroll (DOJ)

Hi Alanna,

To get Shirley set up on payroll, the following information is needed:

1. Signed Offer of Employment or Contract, including rate of pay for Shirley
2. Social Insurance # ✓
3. Status card – clear copy of front and back of card ✓
4. Birthdate *June 19, 1957*
5. Home address *Box 114, 105 Datta Rd. Balmertown, ON. POV 1C0*
6. Home phone number *807-735-2628 (H); 807-728-0221 (cell)*
7. Banking info – either voided cheque or information sheet provided by the bank ✓

Please contact Shirley and have her bring all the documentation with her when she travels to Thunder Bay next week for training.
 Much appreciated.

→ Oath of Confidentiality

Carolyn White
 Finance & Travel Clerk

Nishnawbe-Aski Legal Services Corporation 86 South Cumberland St. Thunder Bay, ON P7B 2V3
 Ph: (807) 622-1413 Fax: (807) 622-3024 Direct Ph: (807) 766-7087 Email:
 cwhite@nanlegal.on.ca

Nishnawbe-Aski Legal Services Corporation

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L'NCLT-Δᓂ

Fax Cover

Date: Feb 17, 2011
To: Shirley Keesie
Fax: 807-727-3253
From: Celina Rethkeger
Re:

Message:

We are transmitting the following _____ pages (including this cover letter). If you do not receive all pages, please call us as soon as possible.

Telephone: 1-800-465-5581 Fax: 807-622-3024

Contact: _____

THE INFORMATION CONTAINED IN THIS TELECOPY IS INTENDED FOR THE USE OF THE RECIPIENT ABOVE. The telecopy may contain privileged, confidential, or undisclosed information. If the reader of this telecopy is not the intended recipient, you are hereby notified that you have received this telecopy in error, and that any review, dissemination, distribution, or copying of it is strictly prohibited. If you have received this in error, please notify us immediately by telephone and return the original transmittal to us by mail. Thank you for your cooperation.

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



Head Office:

684 City Road
Unit 14
Thunder Bay, Ontario
P7J 1K3

Nishnawbe-Aski Legal Services
Corporation

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L "PCL ᓂᓄᓂ

February 16, 2011

Ms. Shirley Keesic
P.O. Box 114
Balmertown, ON P0V 1C0

Dear Ms. Keesic:

RE: Restorative Justice Worker – Red Lake

We are pleased offer you the position of Restorative Justice Worker in Red Lake-Balmertown commencing March 7, 2011, with the proviso that we be provided with a Criminal Background Check prior to the start date of your employment.

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We look forward to having you work with us to provide restorative justice services to our communities.

Yours truly,


Celina Reitberger
A/Executive Director

Mailing Address:

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

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Head Office:

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

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



115 Howey Street,
P.O. Box 342,
Red Lake Ontario
POV 2M0

Telephone: (807)727-2418/9
Facsimile: (807) 727-2578
File Reference: 726 70***902

22 March 2011

POLICE RECORDS SEARCH CERTIFICATE

NAME: Shirley KEESICK
Shirley Lee KEESIC
Shirley CARLSON

ADDRESS: P.O. Box 114
105 Detta Road
Balmertown, Ontario P0V 1C0

D.O.B: 19 June 1957

You have provided this office with identification, which includes a photograph and signed consent, authorizing the searching of the Canadian Police Information Centre for criminal records supported by fingerprints and files in the Canadian Police Information Centre Investigative Data Banks, matching your name and date of birth and the disclosure of the results to you.

Based on the information received, there is no criminal record identified. Please be advised, information can only be confirmed by fingerprint comparison.

****A search of the Pardoned Sexual Offender Database has been searched with NEGATIVE results****

Page 1 of 2

22/03/11

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



A fee in the amount of \$25.00 was received for this enquiry service and the documentation involved.

Copies made of the identification that you produced and this certificate is kept at least twelve months.

Detachment Commander or Designate:

A handwritten signature in blue ink, appearing to read "B. Bennett", is written over a horizontal line.

S/Sgt. B. Bennett #6531
Detachment Commander
Red Lake/Ear Falls Detachments

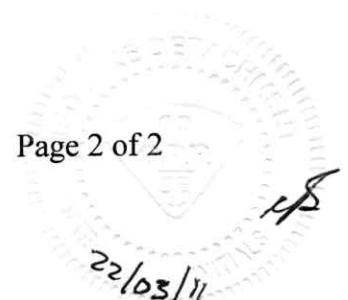
/cb

I solemnly declare that I am the subject mentioned in this report.

Signature

A handwritten signature in blue ink, appearing to read "Shirley Kurri", is written over a horizontal line.

This correspondence should not be relied upon unless embossed in lower right hand corner.



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.

Shirley Keesic SHIRLEY KEESIC
Sign and print name

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

Shirley Keesic SHIRLEY KEESIC
Sign and print name

Dated this 15th day of June, 20 11.

Sumera
Thompson

REFERENCE CHECK QUESTIONNAIRE

1. In what capacity did you work with (candidate's name)?

Dom. Service worker -

2. How would you describe his/her work performance?

Very dedicated computer work -

3. Did he/she follow direction closely and meet deadlines?

Very excellent - lot of deadlines

4. Would you describe him/her as self-motivated? How so?

definitely - didn't have to get on
her

5. What were some of the challenges he/she faced while working with you?

NO specific challenges off hand

6. What are the person's strengths and weaknesses?

very personable - easy to get along with
no problem travelling - communicated well
- Can't think of any weaknesses

7. Do you wish to make any other comments regarding (candidate's name) work performance?

very punctual - didn't have to
worry about her -
clerk

Kym
Hender

REFERENCE CHECK QUESTIONNAIRE

1. In what capacity did you work with (candidate's name)?

ex dir - aboriginal crime court

2. How would you describe his/her work performance?

quite varied - adaptable - educated herself
familiar w - adequate or beyond - working
good

3. Did he/she follow direction closely and meet deadlines?

yes - database - has struggles with
- db has key flaws - computer based SIS
has problems - making effort - good in client

4. Would you describe him/her as self-motivated? How so?

yes - taking on alternative justice committee
- very good to other groups - ie. legal
services out of kenora -

5. What were some of the challenges he/she faced while working with you?

database & her - extended family - conflicts
of interest - handled well -

6. What are the person's strengths and weaknesses?

database - weakness
adaptability -
communications - in - -

7. Do you wish to make any other comments regarding (candidate's name) work performance?

upfront and open - maturity -
wish her the best -

19
24
3

called
4:40
3:20 am
130
42000
18
march
4
Mar 7

SHIRLEY KEESIC
PO. BOX 114, BALMERTOWN, ON POV 1C0
Home: (807) 735-2628 / Work: (807) 727-2847 ext.230 or 728-0221 cell

Summary: Lac Seul First Nations member, experienced Ojibway professional with specialties in areas of Criminal Courtwork, Social Work (including Investigation, Family Services Worker & After-Hours Emergency Worker), Human Resources, all aspects of Administrative including office management administration. I have my Ontario Driver's Licence, Class "G" and own vehicle.

Technical Skills & Training: Computer programs: MS Word, Word Perfect, EXCEL, Novell Groupwise, Internet, GHRIS, VIP integrated HRIS systems; CASNEW local pay systems. Certification in: Applied Suicide Intervention Skills Training (June 2010); New Workers Training Program, Tikinagan (Oct.2004-May.2005). First Aid/CPR March 2010, Honouring All Abilities Accessibility for Ontarians with Disabilities Act - Customer Service Standard Readiness Compliance 7 Hour Training November 23, 2010. Food Handler Certification November 1, 2007.

Committees: Youth Justice Committee; METRAC Advisory Committee (Metropolitan Action Committee on Violence Against Women & Children) outcome of METRAC was development of pamphlet "Swimming with Sharks"; Crimestoppers, Board of Directors, for Northwestern Ontario & Northern Minnesota.

Work History: November 20, 2006 to Present: Aboriginal Criminal Courtworker, Red Lake Indian Friendship Centre. Overall purpose of the position is to ensure Aboriginal people who come in contact with the law get fair & reasonable treatment in the judicial process. Duties include: ensure clientele confidentiality / case management; assist with Legal Aid application/processes; external/internal referrals for rehabilitation & assessing clients including follow-up; develop program ensuring services are delivered; to be unbiased but ensure clientele are well aware of their rights & responsibilities; ability to deal with judicial professionals such as Judges, Lawyers, Probation Officers including Youth, OPP, Court Clerks, Victim/Witness Protection Workers, Social Workers, and many service providers in the Red Lake District. Facilitator for the Youth Justice Committee, Red Lake.

June 5, 2006 to November 17, 2006: Investigation/Intake Worker, Tikinagan Child & Family Services, Red Lake Unit. Serve Pikangikum & Poplar Hill First Nation families as assigned to investigate child protection matters/issues. Overall duties were: case management, maintain confidentiality, response to child protection issues, deal with Chief & Council, Police, NAPS, Nursing Stations, and all collaterals involved in cases, consultation with immediate supervisor on all matters & decision-making, plus travel.

November 29, 2004 to June 4, 2006: Family Services Worker, Tikinagan Child & Family Services, Red Lake Unit. Serve Pikangikum First Nation families as assigned. Completed New Hires Training Program in May, 2005. Duties include: dealing directly with families & children in matters of child protection issues; assist families with referrals & resources; ensure data entered in timely manner; follow-up to external referrals; work closely with the child care worker to ensure safety & family plans are adhered to: respond on short notice to any emergencies with families & children, ensuring appropriate decisions are made in consultation with Supervisor; other duties as requested by Supervisor. I also worked as Emergency After-Hours Child Care Worker for the Kenora-Patricia Family & Child Services, Red Lake – supervisor was Tim Alderton.

1994-2003: Canadian Broadcasting Corporation, Dept. Assistant, Human Resources, CBC North, Yellowknife, NWT. Provided specialized Human Resources administrative support to both employees and managers. This included all aspects of employee relations, benefits, payroll, pensions, relocation, rents, etc.

1991-1994: Government of the Northwest Territories, Yellowknife NWT. Job titles include: Administrative/Executive Secretary; Finance Clerk.

1983-1991: Gulf Oil/BeauDril Ltd., Tuktoyaktuk, NWT. Job titles include: Senior Analyst, Executive Secretary, Human Resources Assistant, Reservations Clerk, Finance Clerk.

1976-1983: Worked for various aboriginal organizations including Red Lake Indian Friendship Centre, Ontario Metis Association, Tree of Peace Friendship Centre and Grand Council Treaty #9.

1972-1976: Education: Business Administration, Confederation College, Thunder Bay. Hillcrest High School, Thunder Bay.

Hobbies & Interests: Baking, cooking, canning, hunting, fishing, boating, camping, ice-fishing, skidoing, and traveling.

REFERENCES FOR SHIRLEY KEESIC @ Feb. 2, 2011

1. ✓ KIM HARDER, EXECUTIVE DIRECTOR, RED LAKE
INDIAN FRIENDSHIP CENTRE 1-807-727-2847, ext.224 224
727-3217
2. LUCILLE MORRIS, ASSISTANT DIRECT SERVICES
SUPERVISOR, TIKINAGAN, SIOUX LOOKOUT
1-877-762-3290, ext.2592
3. ✓ SIMEON THOMPSON
Family Services Worker, Red Lake Unit
1-807-727-3047 727-2354

722-1161

~~282~~
285-2105

Agenda Items: Program/Employee Evaluation

Shirley Keesic- Red Lake Site, Restorative Justice Worker

youth referrals to Billy (6)

Section 1: Diversion/Circle Activities

-how many diversions do you currently have active?

-how many diversion have you have in total to date?

-how are you securing diversions?

-who is diverting clients to the program?

-do you have a strategy to secure more diversions?

-What communities are currently diverting participants to your program?

-Keewaywin - direct from the father

-How are you finding the Circle Process?

-How many Circles have you had to date?

-Where do you facilitate Circles?

14 / 4 div. 1 circle (6) - PiK. - 6 +1 - Ralph Taylor (4) - Poplar Hill - Deer LK. (1) - North Spirit has done 3 2 in PiK 1 in Keewaywin

Section 2: Client Activities

-what practice are you currently using when working with clients?

seems OK.

-what are some clients issues/challenges are you experiencing in the diversion process?

-What needs are most pressing with your clients?

pressing

(issues) get community service done -

Section 3: Program Promotion:

: What strategy are you using to promote your program?

- spoke yesterday / website

-What communities have you promoted the program to?

- one on one everytime + group

-Do you do community presentations in your designated services area?

- pending

-Do you promote to the Judiciary, Lawyers, etc?

- lawyers ask for forms.

-Have you promoted the program to community stake holders?

- open house -

File Shirley

-David Thompson-

-Have you included band and council in program promotion?

*pending**
*pending**

-Have you consulted and promoted the program to local Elders and Healers?

Administrative requirements?

○

-Have you developed a work plan?

← think o/s the box.

-How do you complete program reports, etc?

Issues:

What are current program issues and how do you plan to address them?

ask for help - if circle is difficult +

*1st circle died
- self - wished had
- as facil.
- easier now -*

○

What types of goals do you have for the program?

*Shirley is diabetic. on two types of medication
↳ Health is a priority*

Shirley Keesic.

Start Deductions Pension - Shirley Keesic.

6%	?
<hr/>	
Start now ?	
<hr/>	
FVA BEN 7080 001	
FVA DEB 2450	

1615.38
x .66
<hr/>
96.92

Done

PR#29
Federal
y13

SHIRLEY KEESICK
PO BOX 114
BALMERTOWN ONTARIO P0V1C0
807-735-2628

063

DATE D
D D M M Y Y Y Y

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included.
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50237

MEMO

MP

⑈063⑈ ⑆50237⑆002⑆ 00284⑆28⑈