

Today, **April 11, 2019 (Incident 3)** upon heading to work at 1:00 pm, my husband asked me to bring the truck to the garage so he can inflate as it was almost flat. Halfway to garage, I see Pamela coming down the road and when she sees my vehicle, she automatically stops and puts her arms across her chest and stares at me and upon getting closer to her, she starts waving her hands in the air and noticed that she was screaming away, however, I just looked at her while driving by as this was starting to be normal for Pamela and "wondering why she's mad again". I noticed Pamela had turned around and started walking towards the garage when I looked at my rear view mirror. Upon arrival at the garage, I waited for my husband to inflate the tire and several minutes later, my husband came out of the garage to inflate the tire.

As I was leaving the garage and reversing the vehicle, all of a sudden I heard someone yelling and noticed Pamela coming out from between the parked tandem trucks and screaming away at me. Baffled that she was mad at me, I rolled my window down and asked her what her problem was. Pamela yelled and said "why the fuck have you been dodging me and avoiding me every time I see you?" she kept on saying that I was running away from her? I responded to Pamela and said I wasn't running away from her and I just got back from my medical appointment and didn't know what she was talking about. Pamela kept on yelling away and said "I want you to "F" help me get my "F" kids back, you're "F" legal aid and that's your "F" job. I responded to Pamela that my job was done when I had assisted her with legal aid, several years back, and helped her get a family lawyer. I went to tell her to go talk to her lawyer. Pamela kept on screaming at me and that's when my husband interfered and told her to be quiet and that I had already told her that I did help her. My husband went to tell Pamela that my job was simply legal aid and assisted clients in which I did to her, nothing further and that I wasn't a lawyer. Pamela than yelling at me saying that I was hiding behind my husband as he was defending me. My husband told her to get off the property.

Upon Arrival at work and coming in the front, Wayne Turner, Lorraine Koostachin, Jennifer Paulmartin were in the hallway sorting out boxes and warned them that Pamela might be on her way this way and told them that she was mad at me and saying stuff. Sure enough 5 minutes later, Pamela comes around the corner just yelling away and saying that I hid who my daughter's father was and something about me or my daughter's father being a murderer. Pamela just kept on yelling and saying things about my personal life, I finally got upset with Pamela and raised my voice and told her "I don't know what the heck you're talking about" Pamela just kept on yelling and also stating that I was the one that took her kids away from her and that I didn't want to help her take her kids back. Again with raised voice, I told Pamela that I have nothing to do with her kids being apprehended and that she was targeting the wrong person. Pamela just kept on yelling and then said that she was going to charge me for ruining her life and this is why she was the way she is. I told her go right ahead and as I was opening my office door with Pamela just yelling away, and having an audience, I told Pamela that's it, I'm calling Naps, I've had enough of your bullshit. Lorraine than hollered, Stella Jennifer is calling Naps, however Jennifer came back to me and said that Naps were busy and that they were on a call and would come by whenever they had time, I told Jennifer okay.

Annabella lahtail (Pamela's Grandmother) Acting deputy Chief - was at the band office when this incident happened. Annabella states that Pamela is on too much drugs and doesn't know what she's doing and that they have tried to do a Form 1 on her. Annabella says that they are really frustrated with her. I told Annabella that may be so but it doesn't give Pamela any excuse to go harassing or annoy anyone. Furthermore, I told Annabella that Pamela is aware of her surroundings and seems to know those she harassed and also knows what she does. Although drugs may have altered her memory, somewhat. I advised Annabella that I did try to assist Pamela in the past and it was Pamela who wouldn't respond to us. Annabella says she has spoken to her granddaughter but Pamela won't listen to her as well.

Wednesday April 3, 2019 (incident) Harvester's applications were been hand for those that needed some financial assistance with hunting. Between the hours of 10:30-11:30 am, Louis Edwards, Deputy Chief, had come to my office and was sitting in one of the chairs in my office as we were talking. All of a sudden, I can hear Pamela lahtail in the front talking away. I heard her go to several offices and heard her being mad. As Louis and I continued to talk, all of a sudden Pamela lahtail was standing in front of my door telling Louis that she needed that Letter from him so that she can go inside the Northern store as she was banned from entering the building. Louis told Pamela that he spoke to the Northern store manager and he could not write up the letter and that there was a reason for her being banned from there. Pamela was quite upset and then turned to me and said "You work for the courts, your legal aid, you have to help me" I told Pamela as I raised my hands in the air and said "sorry, don't get me involved in this as I have nothing to do with it" Pamela started yelling and saying words to us. I told Pamela that's enough now and this got Pamela mad further. I told Pamela that I would call Naps if she didn't stop and then Pamela said "okay, I'm leaving now" however I think it was Wayne Turner or one of the finance girls that called Naps. Naps came to take a statement from some of the staff that witnessed what happened. I told Naps that for me, I just wanted Pamela to leave me alone and to give her a warning.

While the Naps were talking to the staff and we were standing in the front area, Pamela came walking in and stopped in her tracks when she saw Naps standing there. Pamela was told that she wasn't allowed to come to the band office and harass anyone and if she did come and harass someone she would be charged. Pamela said okay she understood.

This is a follow up from my phone call to you regarding a complaint towards Stella Koostachin, a NAN Legal worker in Attawapiskat.

I saw Stella Koostachin this morning as my daughter Jennifer Wesley and I were going to the Post Office at 11AM, she was standing outside the housing office with another lady. She yelled, "What's your problem"? We did not know who she was yelling at.

Soon after we got back to the school (Jennifer happens to work as a Teacher Assistant at KES), I went to a meeting with the Special Ed Teacher, Casey Enright....I left the meeting at 11:55. As I was coming out of the room, I heard Stella Koostachin yelling at someone. When she saw me, she came towards me and demanded to see me. She said, "I just want to clarify something". I told her she would have to wait until after lunch as it is not work related; I also said I need to feed my grandkids.....they were already in the office waiting for me. She would not take no for an answer, and to avoid anymore confrontation, I accommodated her request.

As soon as I sat down with her, she proceeded to yell at me as well, saying.."your daughters are badmouthing and "teasing" me". I asked her why would they do that, and she said, "it was from the summer when I would not allow the baby to be put on board...I was looking at liability issues". I said to her that they are adults and I will not be intervening in anybody's business. Plus, this is not work related, this could have waited.

I don't where this lady comes off thinking she can do whatever she wants here, she does not follow protocol, believes she's here own league, and is notorious for going into workplaces and yell at people...she has done the same at the high school at different occasions. We have new teachers here at KES who are trying to get comfortable working in an unknown environment, they are taken aback by this incident this morning...seeing an irate women running into the school yelling up and down the hallway is far from being "comfortable", especially after they found out what title she holds in the community. Thankfully, the students, other than my grandkids in the office waiting for me, had been dismissed. We would have taken a full "lock down" procedure if they would have been here. We take this type of behaviour very seriously; we do what we can to offer our students and staff, a safe place to be. NAPS should have been called in as soon as it was noted she was irate about something, this is something I will have to remind my staff about.

Stella needs to be reminded about rules, protocols and procedures, when dealing with the public. She needs to remember just because she works with NAPS doesn't mean she's excluded by the boundaries and laws of the community. She told Jennifer, she works with NAPS and she can talk to whomever she wants....not sure what she means by this.

I hope her behaviour can be dealt so this does not happen again in the future.

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM**

**DEPENDABILITY AND FOLLOW-THROUGH**

Task/Item	Rating	Comments
Assumes responsibility and expects to be held accountable for completing Job assignments in an efficient and timely manner.	A	
Provides supervisor with regular and prompt updates on the progress of work and possible problems on an as needed basis.	A	
Attends regularly and punctually at the office (s), meetings, client appointments, community meetings, etc.	A E	
Ensures office security at all times, and client confidentiality.	A	

**INITIATIVE**

Task/Item	Rating	Comments
Identifies and takes on relevant and appropriate tasks when major responsibilities are completed.	A	
Identifies and strives to solve problems and offers innovative suggestions for positive change.	A	

your attention that, in accordance with NALSC policies, this may be considered as abandonment of your position and grounds for termination.

Please contact me **immediately** upon receipt of this letter to discuss this matter.

Yours very truly,

MARY JEAN ROBINSON  
Area Director - Legal Aid Ontario  
c.c. Evelyn Baxter, Executive Director  
Heather Baillie, Legal Aid Co-ordinator  
Suzanne Withenshaw, Finance Manager

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM**

**JUDGEMENT AND ANALYTICAL SKILLS**

Task/Item	Rating	Comments
Identifies problems or opportunities within the parameters of his/her job. Sorts out peripheral issues and sets priorities accordingly... Consults with others and refers to others appropriately. Develops and implements sound and timely solutions.	A <i>A</i>	

**GOALS & OBJECTIVES**

Task/Item	Rating	Comments
Has met or exceeded the performance goals agreed to during the last evaluation, (detail if appropriate)	A <i>A</i>	(I sure do hope so)
Has met or exceeded goals agreed to overall, and assigned to him/her.	A <i>A</i>	

**TRAINING**

Task/Item	Rating	Comments
Identifies new training opportunities needed, and develops an action plan.	<del>A</del> <i>A</i>	

25 April 2006

Stella Kiokee-Koostachin  
Nishnawbe-Aski Legal Services  
C/o Attawapiskat First Nation Band Office  
Attawapiskat, ON

Dear Stella:

Re: Absence from Work Without Permission

I understand that the band office is closed and you were to work from your home this week. It has come to my attention that we have been unable to reach you and messages left on your voicemail have not been returned.

The following efforts have been noted:

Suzanne Withenshaw attempted to reach you and left a message for you last Friday. You have not returned her call.

Heather Baillie attempted to reach you twice yesterday and left at least one message for you to contact her or me. We have not heard from you. There was some urgency to this call as it related to a person in your community of Kashechewan and the information was required for a meeting that was in progress.

Sheba Fox attempted to reach you several times today. She left messages at your home and the band office. Her call was not returned.

The personnel policies and procedures require you to be at work from 9:00 a.m. to 5:00 p.m. with a one-hour lunch and two 15 minute coffee breaks.

You have now been absent from work for three consecutive days without permission and I bring to

no  
pay  
3 days

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Ensures assertive communication style is practiced as much as possible. Written communication is clear, concise, organized and persuasive. Plain language is used.	A	
Communicates effectively with clients, showing respect, empathy and being non-judgmental of client's lifestyle or other matters. Preserves client's dignity fosters client confidence and trust in staff member and NALSC.	A	
Ensures the client is updated on all file developments, and that instructions are always received and documented to the client's file.	A	

**TEAM PLAYER**

Task/Item	Rating	Comments
Understands the importance of his/her own and others jobs to the organization.	A E	
Takes pride in his/her own and others' work and the results of the organization. Assists others during peak load times. Collaborates and consults with others, as necessary, to complete the work of the organization.	A E	

**INTERPERSONAL**

Task/Item	Rating	Comments
Is attentive to others. Consults and collaborates with others as required. Addresses and resolves conflict constructively. Uses appropriate humour and avoids hurtful gossip.	A A	



**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM**

Task/Item	Rating	Comments
Ensures client understands advice and direction given	A A	
Updates referral sources and lists to ensure accuracy in referrals	A E	

**CASE WORK**

Task/Item	Rating	Comments
Completes legal aid applications thoroughly including all information necessary to permit assessment of eligibility	A A/I	Occasionally will miss question with family matters.
Completes follow-up to obtain additional necessary information and maintain a list of applications and request updates in a timely manner	A E	
Submits court reports within one week following court	E	
Organizes advance day work prior to arrival in community. Schedule unrepresented clients to meet with duty counsel prior to arrival in community.	A	
Consults with supervisor prior to advising a client that a case has no merit. Does not abandon cases without receiving adequate client instructions.	A	

**PUBLIC LEGAL EDUCATION**

Task/Item	Rating	Comments
Participates in and carries out an adequate level of outreach including PLE, community organizing, and interagency groups.	A/I	Too much moving around and no adequate time to do PLE in communities.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

PERFORMANCE REVIEW SUMMARY

Supervisor's Summary

*Excellent reliable employee  
Pleasure to work with*

*[Signature]*  
Reviewer's Signature

*Oct 19/10*  
Date

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**GOALS & OBJECTIVES STATEMENT**

Development Desired	Plan for Development (Include Timelines)
To start doing public legal education/Clinic days in each of my communities again.	Within the winter.
To be more organized with my LAA, Crown Screening Forms, etc.	Ordered hanging file folders for my filing cabinet and file all legal aid applications for each community.  Started a binder for CSF. Each tab is different color oriented for each community.

If you need more room, please make a copy of this page and attach.

follow-up

April 12/19.

Stella. Kidlee - Koostachin.

- witnesses
- warning by NAPS. Soft away from office/home.
- feels safe in office
- Band office - also has ban.
- follow up - good.
- advised to call under Bay - Perp
- no more info - sent other letter in email that she referred to in April 11/19 email.

Leahlee Stg

11/12

11/12

11/12

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11/12

11/12

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM**

Task/Item	Rating	Comments
Prepares and assists adequately for all public legal education meetings and presentations including bringing requests for PLE to the attention of Legal Education and Communication Officer.	<del>A</del> A	As stated have had no time for Public Legal Education but in the past worked hard in preparation.  e.g. Jan/Feb 2009 – Bullying workshops in each community, worked with Principle, Chief, teachers, community, etc to get everything ready for each visit
Clinic Day requests are thorough, including purpose of request; number of people expected to attend and source of request (First Nation	A/I	No clinic days past year

**OFFICE ADMINISTRATION**

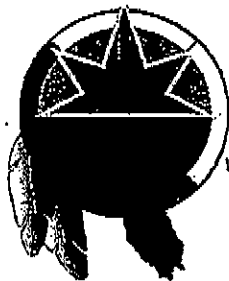
Task/Item	Rating	Comments
Knows and complies with NALSC office policies and requirements	<del>A</del> E	
Submits travel advance request, expense reports, calendars, time sheets and request for leave, time sheets are submitted in a timely manner.	E	

**PART II**

**PERFORMANCE OBJECTIVES & REQUISITE SKILLS --  
EXPECTATIONS & RESULTS**

**COMMUNICATION**

Task/Item	Rating	Comments
Keeps supervisor and others informed of relevant information on a need to know and timely basis. Ensures instructions and messages are clear, terms are explained and tone of voice is informative and does not assign blame.	A	



Weeneebayko Area Health Authority  
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**WEENEEBAYKO AREA HEALTH AUTHORITY**

19 Hospital Drive, P.O. Box 664, Moose Factory, ON P0L 1W0  
Tel: 705-658-4544 Fax: 705-658-4917  
www.weeneebaykohealth.ca

**STANDARD RETURN TO WORK/SCHOOL FORM**

Patient's Name: Stella Kioke-Koochachin.

This is to certify that this patient was unable to work (attend school) due to illness/injury.

From: 24/11/2015 To: 8/12/2015

The patient was seen in the office on: 24/11/2015

Comments: Underwent an operation.

Signed: [Signature] FREE SURGEON

Date: 24/11/2015



**LEGAL AID**  
Employee Performance Review

**EMPLOYEE INFORMATION**

Name **Stella Kiokee-Koostachin** Employee ID \_\_\_\_\_  
 Job Title **Community Legal Worker** Date **September 28, 2020**  
 Department **Legal Aid Department** Manager \_\_\_\_\_  
 Review Period **2019 – September 28, 2020**

**RATINGS**

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<b>Job Knowledge</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Excellent – assist clients in completing legal aid, providing direction in courts, referrals, completing forms, follow up staff at the head office.				
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Excellent – follows up. Applications complete, forms completed, assisting clients, Ability to work independently				
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Excellent. Always informs manager.				
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Ongoing, networking with other programs in NALSC				
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Dedicated employee to NALSC				
<b>Overall Rating (average the rating numbers above)</b>	28				

**EVALUATION**

**ADDITIONAL COMMENTS** Dedicated employee

**GOALS** (as agreed upon by employee and manager)  
 Networking with other programs and staff at NALSC.  
 Improving communications skills and working together.

**VERIFICATION OF REVIEW**

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature *Stella Kiokee-Koostachin* Date **October 5/20**  
 Manager Signature *K. Buille* Date **Oct 20/20**



## Self-Evaluation Form

Employee Name: Stella Kiokee-Koostachin Community Legal Worker	Job Title:
Date: September 24, 2020	

Please complete the following information to help prepare for your performance review. Use the spaces provided to include appropriate comments about your job and your performance.

1. What do you consider to be the top three to five priorities of your job as you understand them?
  - To make Sure Clients are taken care of either with Legal aid, directing them to Duty Counsel or appropriate personelle
  - Good Communication & listening skills
  - Maintaining Professional Work Ethics
  - Good Work Relations with Management & Programs
  - Gaining trust & Recognition with Judges/Crowns/Lawyers/Managers/clients
2. What do you see as your greatest accomplishment or successful efforts since the beginning of your employment with Nishnawbe-Aski Legal Services Corporation?
  - Getting Positive work Recognition, Trust, Gratitude & praise from Judges/Crowns
  - Gaining trust & Respect from Managers/Colleagues & Clients
  - Completing work expectations & demands
  - Ability to work alone, and to work with Colleagues, Supervisors, and other professions
3. In what area or areas would you like to gain more experience, training or education?
  - Networking/sharing information with other programs
  - Teamwork/Communications/problem solving
4. What activities or trainings have you participated in to develop yourself professionally?
  - Variety of activities or training that's been provided by Nan Legal
    - e.g. Legal Aid Training – Peoplesoft, Legal Aid Applications,
    - Criminal/Family/Child Welfare Training
    - On job training: Court Etiquettes', Firearms applications, delayed statement of live birth, residential school applications.
5. What could you do to perform your job duties and assigned tasks more efficiently?

- Avoid Negative Thinking
- Have patience
- Have faith with Accountability with other programs (to work together efficiently)
- To be able to communicate with Management regarding issues that hang overhead and without having to worry about repercussions

6. What are your primary *goals and objectives for your position and program as a*  
\_\_\_\_\_ *worker?*

- To be able to have trust with Colleagues and Supervisors
- Not to be so hard on myself and others when mistakes are made
- To be more positive (again goes back to trust)

7. What kinds of professional development activities would you like to do during the coming year?

- Employee Motivational programs
  - Develop a Growth in mindset, Self Respect & Confidence/working well with others
  - Updating Professional Knowledge & Skills
  - Networking – To be able to work together

8. Other Comments:

NIL

Colette Shwetz

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**From:** Stella Kiokee-Koostachin  
**Sent:** April-12-19 10:51 AM  
**To:** Heather Baillie (NISHN AO)  
**Cc:** Colette Shwetz  
**Subject:** re: incident report with Pamela

Good Morning Heather,

This is to advise you that I spoke with Constable Damian Tomatuk at about 10:00 am regarding Pamela lahtail and with respect to the Call to Nap, yesterday afternoon, in which they never showed up. Mr. Tomatuk advised that Jennifer did call back to advise them that Pamela left the building but to check the surrounding area.

I advised Mr. Tomatuk that I did speak with head office and spoke to you regarding this incident and that a report has been submitted to my office. I advised Constable Tomatuck of fearing for my safety regarding Pamela lahtail. Constable Tomatuk asked who my supervisor was and informed him of Heather Baillie and gave him the number in which he requested. I proceeded to advise Constable Tomatuck of the incidences with Pamela lahtail and that it seemed to be escalating, Constable Tomatuk and I spoke for awhile regarding Pamela and Constable Tomatuk stated that they would look for Pamela to give her a warning.

At about 10:08 am, Constable Tomatuk called to advise me that Pamela just walked into the naps office and was advised that not to harass nor come near me. Pamela was also advised that she was not allowed harass me at work nor come 50 feet from my residence and that any matters pertaining to legal aid or that she would have to call head office in Thunder Bay.

Constable Tomatuk said that Pamela stated that she was only at the band office to ask me why I wasn't in court, that was it. I advised Constable Tomatuk of the incident and serious accusations that Pamela said and that there was numerous witnesses to this incident. Constable Tomatuk stated he understood and did advise Pamela that I could not be in court always but there is always someone from Nan Legal at court.

Constable Tomatuck states that Pamela said that she was sorry and wanted to apologize to me, however, Constable Tomatuk advised Pamela that if she wants to apologize to me that she would have to write up a letter and handed to Naps to deliver because of the warning that she was not permitted to see to talk to me.

I acknowledged Constable Tomatuck for his time and thanked him for assisting me with this issue.

Stella Kk

Continued Incident reports - with Pamela lahtail

**On Tuesday April 2, 2019** Paul Goodwin and his son Paul Japeth Goodwin drove down from Kashechewan to my office to apply for the Firearms Licence. I noticed that my camera for firearms was not in my bag and remembered that I had put it in the hallway closet at home so I advised the gentlemen to go have coffee while I ran home to get the camera that I needed for the Firearms.

At about 9:50 am, I left the office to walk home and get the camera and as I was walking down the middle road just past the board office, I can hear someone behind me yelling and swearing, it sounded like someone was mad. I heard her say you "F" bitch pretending to not listen and acting so "F" dumb. I finally turned around as this person was getting close behind me and noticed it was Pamela lahtail.

I looked around and noticed that there was no one else around us so I asked her in a casual voice, who are you talking to? Pamela responded by saying I'm "F" talking to you, who do you think I'm "F" talking to. Baffled as to why she was mad at me, I asked her why you are getting mad at me. I didn't even do anything to you. This roused up Pamela more and started swearing and saying "F" bullshit, you are the one who "F" apprehended my kids, you and those guys that you work with? I responded to Pamela that I had nothing to do with CAS and that she was targeting the wrong person. She just kept on talking and just cursing and swearing at me as we were still walking down the road. By then, Georgina Wesley was walking down the road towards us and finally I got frustrated with Pamela and told her that's enough now, I'm sick and tired of you accusing me of something I didn't do, Pamela just kept on talking and swearing.

Georgina then said to me not to bother with her and that Pamela just like teasing everyone she meets. Georgina went to say that she was the victim yesterday too and that Pamela just started teasing her for no reason.

Prior to this incident on **January 23, 2019** - Attawapiskat Court, Pamela lahtail came to court, she was belligerent and wanted to be a nuisance. Pamela kept walking up and down the stairs and just walking around in courts. She would keep getting up to go to the washroom. She had her music on and was listening to her music on the speaker. I finally told Pamela to be quiet and to turn off her music as the court recording picks up every little noise. Pamela lashed back by saying nobody tells her what to do. I looked at the Naps officer (forgot which one) who was looking at us and gave him the look that she wasn't listening and he came and told Pamela to turn off the music in which she did. During the time that Pamela was in court, she would walk by and say a sarcastic comment in which I didn't respond. By the time lunch came around, I told Sarah (Pamela's sister) to talk to her sister regarding her attitude in which Sarah said she would and apologized. Pamela left for court and never returned after lunch.

**Colette Shwetz**

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**From:** Stella Kiokee-Koostachin  
**Sent:** April-11-19 3:23 PM  
**To:** Heather Baillie (NISHN AO)  
**Cc:** Colette Shwetz  
**Subject:** Incident report re: Pamela Iahtail.  
**Attachments:** Incident Report - Pamela Iahtail.docx

Hi Heather,

*Need this email -*

This is to inform you of several serious incidences that happened with Pamela Iahtail today & last week. I had sent an email to you last week when I declared conflict should Pamela be charged when there was an incident at the office and as I did not want to deal with her.

I am getting tired of her false and serious accusations that she used against me. I have never bothered this lady as to tease her or harass her? I do not know as to why she started coming at me?

also, Naps still have not shown up and it's now 3:21 pm, several hours after they were called. Can I get directions regarding this.

thank you!

Stella kk

*- file a complaint to the police -*

**ATTAWAPISKAT FIRST NATION**

Phone: (705) 997-2166

Fax: (705) 997-2116

**Chief and Council**

Attawapiskat, Ontario

POL 1A0

Ms. Mary-Jean Robinson  
Nishnawbe-Aski Legal Services  
Thunder Bay Ontario

January 31, 2011

Dear Ms. Robinson:

**Re: Stella Kioke-Koostachin**

I am writing to advise you of the actions exhibited by your employee Stella Kioke-Koostachin.

Ms. Kioke-Koostachin behaved very inappropriately towards the peacekeepers of our community in a public forum.

Ms. Kioke was present at court during a disagreement between the peacekeepers and the lawyers who had flown into our community and refused to submit to a search as expected of anyone coming into our community at the airport. I was asked to attend at the court to resolve this matter.

While all parties were present, including members of the public, your employee proceeded to openly and publicly slander the peacekeepers in attendance with me at the courthouse, yelling accusations that the peacekeepers and their children were "bootleggers" and "drug dealers".

Ms. Kioke-Koostachin exhibits no respect for authority in our community; not for law enforcement nor for the First Nation Council as the lawmakers of this community. At a minimum, she exhibits no sense of professionalism, restraint, diplomacy or common sense.

Being a representative of your organization, I am offended that the types of opinions and messages espoused by Ms. Kioke-Koostachin are being promoted to the community members of First Nation communities via your employees.

Your employees have no right to interject in any dispute, conflict or confrontation within our community. Ms. Kioke-Koostachin behaved in this manner during work hours; she would not have been present had it not been for her employment with you.

Living in this community and working here on a daily basis provides Ms. Kioke-Koostachin with opportunity and access to our community members in a way I do not believe she has in other communities in James Bay. Her message and delivery of such is destructive, negative, insulting, unfounded and unacceptable. She was not called upon to share her opinions and her doing so achieved nothing but a very negative reflection on your organization within our community.



I would appreciate that appropriate measurement be undertaken by NAN Legal Service to resolve any Unprofessionalism behaviour with Stella Kioke Koostachin.

Thanking you in advance for your understanding and cooperation,

Sincerely,

*Theresa Spence*

Chief Theresa Spence

**Heather Baillie (NISHN AO)**

---

**From:** Doreen Stone (NISHN AO)  
**Sent:** July 30, 2009 10:10 AM  
**To:** Heather Baillie (NISHN AO)  
**Subject:** Stella KK

We need to settle her down; she is all fired up and is starting to be abusive to everyone on the phone.

I am not sure, but I think no office space and her working out of her home is stressing her out. Greg Koostachin called the other day and yelled at Derek about her office space situation and I explained to Derek and he relayed to Greg that Larry was supposed to work on this issue as it has become a political issue and Mary Jean has asked Larry to look into this.

This is becoming a very difficult situation and this must be addressed.

**Doreen Stone**  
Legal Aid Assessment Officer  
Nishnawbe-Aski Legal Services AO-48  
Tel: 807-622-1413, Ext. 7070  
Fax: 807-344-6904  
Email: [stonedf@lao.on.ca](mailto:stonedf@lao.on.ca)

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*Ce message électronique, y compris les documents annexés, contient des renseignements confidentiels susceptibles d'être protégés par la loi et soustraits à la divulgation, conformément à la législation. Il concerne exclusivement le(s) destinataire(s) désigné(s). Il est formellement interdit de le copier, de le distribuer, de l'étudier, d'en révéler le contenu ou d'agir en se fondant sur le contenu, à moins d'en être le destinataire désigné. Si vous recevez ce message par erreur, veuillez nous en informer immédiatement en répondant par courriel à l'expéditeur et l'effacer de manière permanente. Merci.*



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**Community Legal Worker**

<b>Name of Employee Being Reviewed:</b>	Stella Kiokee-Koostachin
<b>Job Title:</b>	Community Legal Worker
<b>Employed Since:</b>	October 2004
<b>Direct Supervisor:</b>	Mary Jean Robinson
<b>Last Review Date:</b>	2008
<b>Date of This Review:</b>	Oct 19/2010
<b>Name of Reviewer(s):</b>	Mary Jean Robinson / Heather Baillie

The supervisor and the staff will comment on the areas set out below, as applicable. The staff member shall circulate his/her comments to the supervisor at least three (3) days before the scheduled review date.

Rating Schedule

- E = Exceptional
- A = Acceptable
- A/I = Acceptable with Room for Improvement
- U = Unacceptable
- NA = Not Applicable

**PART I**

**LEGAL SKILLS**

Task/Item	Rating	Comments
Information gathering, interview skills, professionalism	A A	
Identifies issues to be resolved	A A	
Provides advice in a clear manner under the supervision of the Area Director or designate.	A A	To the best of my ability

### NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

#### PERFORMANCE REVIEW FORM

#### COMMENTS

We have both read the summary of the Personnel Evaluation and the Goals Statement and it accurately reflects our review.

#### Employee's Comments

Through thick and thin, no matter how hard it has been for me in moving from one place to another, I have tried hard not to affect my work with my clients. Although many clients complaint that I am hard to find within the community I smile at them and say "it's been harder on me because I'm the one lifting the boxes" and they will laugh at my comment.

My health has not also been the best this year, with mainly catching colds & flu and with continuous back problems but I have managed to go to work because of my commitment to the organization and to the people and sometimes with no choices either.

I do love what I do alot and enjoy my co-workers although there are a few who come on board and take advantage of their positions and have left many of us resentful because of the feeling of not being treated fairly (in our opinion) but through it all, I have tried my best to do what is expected and sometimes a bit more.

I am grateful for the patience that my superiors have and have upmost respect for them ☺

*Stella Kidge-Konkani*      *October 19, 2010*

*Stella Kidge-Konkani*      *October 5, 2010*

Employee's Signature

Date

#### Supervisor's Comments

*More supervision required in other programs to ensure policies applied equally throughout the corporation. Will raise it with the other managers*

*M. J. Ree*

*Oct 19 / 2010*

Supervisor's Signature

Date



His Honour  
Senior Judge  
G. E. Michel  
Juge Titulaire

Provincial Court  
Cour Provinciale

155 Elm Street West  
Sudbury, Ontario  
P3C 1V1  
Telephone: (705) 673-4171

Dec 16, 2009

Dear Stella,

I just wish to thank you for all the help you have been to myself and to the court in Attawapiskat.

I further wish to thank you and the lawyers for the beautiful cups and slippers you gave me on my last trip to your community. The slippers are warm and comfy for my retirement, and the cups makes it so easy to make it half full. They are beautiful souvenirs of my wonderful days in Attawapiskat. Please thank the lawyers on my behalf.

I wish you continued success in your endeavours to make Attawapiskat a better place to live in.

Yours Truly,  
Gerald Michel, J.

**Mary Jean Robinson (NISHN AO)**

---

**From:** Mary Jean Robinson (NISHN AO)  
**Sent:** January 10, 2011 12:48 PM  
**To:** 'Stella Kioke-Koostachin'; Martha Loon  
**Cc:** Heather Baillie (NISHN AO); Boissoneau, Evelyn; NALSC - Sheba Fox; creitberger@nanlegal.on.ca  
**Subject:** RE: Memo on Office Equipment

Hi Stella

I am sorry you feel frustrated by this however, it is essential that we maintain an up to date inventory of all equipment and furniture and fixtures. It won't take you more than 10 or 15 minutes to complete this simple task once you receive the form. This will be done on a regular basis as there are 45 employees and fax machines, printers, computers and office furniture and equipment are constantly being replaced. It would be inappropriate and unfair to ask an employee to take responsibility for maintaining this record without first giving her the opportunity to build her own data base. I trust you will give Martha your full co-operation.

Mary Jean

---

**From:** Stella Kioke-Koostachin [mailto:skoostachin@nanlegal.on.ca]  
**Sent:** January 10, 2011 12:21 PM  
**To:** Martha Loon  
**Cc:** Heather Baillie (NISHN AO); Mary Jean Robinson (NISHN AO); Boissoneau, Evelyn; NALSC - Sheba Fox  
**Subject:** Re: Memo on Office Equipment

Hi Martha, not to be mean but I am getting really frustrated with this..

so far for your information, Claudia Belda, Suzanne Withenshaw, Bruce Beardy, Jennifer Mckenzie, Heather Baillie all have asked for the same thing and I am getting tired of doing this over and over again.

Is it possible for your to check the head office and see what they do with the information first.

Thank you

Stellakk

-----Original Message-----

**From:** "Martha Loon" <mjloon@nanlegal.on.ca>  
**Sent:** 1/10/2011 11:16:17 AM  
**To:** adodge@nanlegal.on.ca, baachneepineskum@nanlegal.on.ca, advicelawyer@nanlegal.on.ca, "Bobby Binguis" <bbinguis@nanlegal.on.ca>, ckakegabon@nanlegal.on.ca, cwhite@nanlegal.on.ca, creitberger@nanlegal.on.ca, "Cheryl St. James" <cstjames@nanlegal.on.ca>, dmsuggashie@nanlegal.on.ca, "David Chookomolin" <dchookomolin@nanlegal.on.ca>, "Don Sainnawap" <dsainnawap@nanlegal.on.ca>, stonedf@lao.on.ca, "Evelyn Boissoneau" <eboissoneau@nanlegal.on.ca>, gkakepetum@nanlegal.on.ca, baillieh@lao.on.ca, "Jacob Mekanak" <jmekanak@nanlegal.on.ca>, jmckenzie@nanlegal.on.ca, jrae@nanlegal.on.ca, lparrott@nanlegal.on.ca, lbrown@nanlegal.on.ca, "Lisa Echum" <lechum@nanlegal.on.ca>, robinsmj@lao.on.ca, mdonioking@nanlegal.on.ca, "Peter Meekis" <pmeekis@nanlegal.on.ca>, rtaylor@nanlegal.on.ca, "Rita Chapman" <rchapman@nanlegal.on.ca>, rmoonias@nanlegal.on.ca, "Roberta Wesley" <rwesley@nanlegal.on.ca>, "Ryan Sakakeep" <rsakakeep@nanlegal.on.ca>, srquequish@nanlegal.on.ca, smsemples@nanlegal.on.ca, sfox@nanlegal.on.ca, sswynne@nanlegal.on.ca, "Stella Kioke-Koostachin" <skoostachin@nanlegal.on.ca>, schokomolin@nanlegal.on.ca, "Theresa Sutherland" <tsutherland@nanlegal.on.ca>

10/01/2011

*Maryjean  
F.Y. 1*

*4.4.1*



**Nishnawbe-Aski Legal Services Corporation**

PO Box 153  
ATTAWAPISKAT, ON POL 1A1  
Tel: 705-997-2332 Fax: 997-2341  
Toll Free: 1-888-369-9741

**FACSIMILE**

TO: NAME: Idaether  
FAX: 807 622-3024  
DATE: July 18, 2008  
RE: Community Visit Report

NUMBER OF PAGES INCLUDING COVER PAGE: 2

FROM NAME: Stella K. K.  
TITLE: CCW  
DEPT. Legal

- Urgent
- As requested
- Review
- For your info.
- Reply
- Please Print

Comments:

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*My Report for Kish Community Visit  
for this past week.*

*Thank you!*

Stella K. Kordas

**KASHEHEWAN COMMUNITY VISIT - JULY 16 & 17, 2008**

**OUTCOME**

**STATUS**

**NAME**

**DATE**

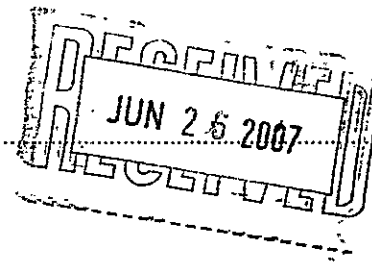
**OUTCOME**

1	Roxanne Wesley	July 16, 2008	Delayed Statement of Birth x4 children	Completed and Commissioned Document
2	Tamara Kooses	"	Delayed Statement of Birth x 1 child	Completed and Commissioned Document
3	Elizabeth Goodwin	"	Delayed Statement of Birth x 2 children	Completed and Commissioned Document
4	Grace Goodwin	"	Statutory Declaration 1 parent x 2 children	Commissioned document
5	Kimberly Goodwin	"	Delayed Statement of Birth x 1 child	Completed and Commissioned Document
6	Kimberly Friday	"	Delayed Statement of Birth x 1 child	Completed and Commissioned Document
7	Pamela Goodwin	"	Delayed Statement of Birth x 2 children	Completed and Commissioned Document
8	Evelyn Friday	"	Delayed Statement of Birth x 1 child	Completed and Commissioned Document
9	Angela Friday	"	Delayed Statement of Birth x 1 child	Completed and Commissioned Document
10	Rosaline Wynne	"	Delayed Statement of Birth x 2 child	Completed and Commissioned Document
11	Lucy Wesley	"	Delayed Statement of Birth x 2 child	Completed and Commissioned Document
12	Violet Sutherland	"	Delayed Statement of Birth x 2 children	Completed and Commissioned Document
13	Robyn Friday	"	Delayed Statement of Birth x 1 child	Completed and Commissioned Document
14	Jennifer Lazarus	"	Delayed Statement of Birth x 4 children	Completed and Commissioned Document
15	Climie Wesley	"	Delayed Statement of Birth x 1 child	Completed and Commissioned Document
16	Lizzie Reuben	"	Delayed Statement of Birth x 1 child	Completed and Commissioned Document
17	Abraham Friday	"	Appeal Letter for Refusal	Explained to client re appeal letter & declined
18	Linda Lazarus	"	Delayed Statement of Birth x 1 child	Completed and Commissioned Document
19	Diane Kooses	"	Delayed Statement of Birth x 1 child	Completed and Commissioned Document
20	Pearl Jane Wesley	"	Delayed Statement of Birth x 1 child	Completed and Commissioned Document
21	Audrey Wesley	"	Delayed Statement of Birth x 1 child	Completed and Commissioned Document
22	Paul Wesley	July 17, 2008	Firearms Applications	Picture taken and Completed F.A.C with client
23	John Kooses	"	Firearms Applications	Picture taken and Completed F.A.C with client
24	Johnny Friday	"	Firearms Applications	Picture taken and Completed F.A.C with client
25	Reggie Wesley	"	Firearms Applications	Picture taken and Completed F.A.C with client
26	James Wesley	"	Firearms Applications	Picture taken and Completed F.A.C with client
27	Roseanne Wesley	"	Delayed Statement of Birth x 2 children	Completed and Commissioned Document
28	Jeanna Lazarus	"	Delayed Statement of Birth x 2 children	Completed and Commissioned Document
29	Kayla Lazarus	"	Delayed Statement of Birth x 1 child	Completed and Commissioned Document
30	Tina Wynne	"	Delayed Statement of Birth x 3 children	Completed and Commissioned Document
31	Sandra Goodwyn	"	Delayed Statement of Birth x 4 children	Completed and Commissioned Document
32			Delayed Statement of Birth x 1 child	Completed and Commissioned Document
33	Lisa Stephen	"	Delayed Statement of Birth x 1 child	Completed and Commissioned Document
34	Hannah Kooses	"	LA Certificate Approval Letter	Completed and Commissioned Document
35	Climie Kataquapit	"	Delayed Statement of Birth x 1 child	Completed and Commissioned Document
36	Beverly Sutherland	"	Change of Name x 2 children	Completed/Commissioned Change of Name

STELLA KIOKKE-KOOSTACHIN, COMMUNITY LEGAL WORKER

# CARREL+Partners LLP

BARRISTERS, SOLICITORS, TRADEMARK AGENTS



June 25, 2007

1136 Alloy Drive  
Thunder Bay, Ontario  
P7B 6M9

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(1924 - 2000)

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Kristopher H. Knutsen, Q.C.\*

Jack N. M. Jamieson\*\*

Alexander W. Demeo\*\*

W. Danial Newton\*\*

Roderick W. Johansen\*\*

Bruce L. Latimer

Morris J. Holervlch

Samuel R. Bachinski

Peter M. White

Edward S.E. Kim

Johanna L. Maki

Rodi-Lynn L. Rusnick-Klnisky

Cynthia A. Cline

Lori Bertoni

Robin A. Lepere

001

Ms. Mary Jean Robinson  
Area Director at Nishnawbi-Aski Legal Services  
86 Cumberland Street South  
THUNDER BAY, ON P7B 2V3

Dear Ms. Robinson:

RE: CLW Stella Kiokee-Koostachin

As discussed in our meeting of June 20, 2007, I want to express my thanks for the assistance provided by Ms. Kiokee-Koostachin at my attendance in Kashechewan on June 19, 2007. It is clear from my brief involvement with Ms. Kiokee-Koostachin that she is "the heart and soul" of the legal system in that part of the province.

I certainly appreciate her assistance in making the work I had to do in Kashechewan so much easier. She is to be commended as a CLW.

I trust that you will be forwarding a copy of this letter on to her.

Yours truly,

**CARREL+Partners LLP**

W. Danial Newton  
WDN/jArella

**ATTAWAPISKAT FIRST NATION**

Phone: (705) 997-2166

Fax: (705) 997-2116

**Chief and Council**

Attawapiskat, Ontario

P0L 1A0

Ms. Mary-Jean Robinson  
Nishnawbe-Aski Legal Services  
Thunder Bay Ontario

January 31, 2011

Dear Ms. Robinson:

**Re: Stella Kioke-Koostachin**

I am writing to advise you of the actions exhibited by your employee Stella Kioke-Koostachin.

Ms. Kioke-Koostachin behaved very inappropriately towards the peacekeepers of our community in a public forum.

Ms. Kioke was present at court during a disagreement between the peacekeepers and the lawyers who had flown into our community and refused to submit to a search as expected of anyone coming into our community at the airport. I was asked to attend at the court to resolve this matter.

While all parties were present, including members of the public, your employee proceeded to openly and publicly slander the peacekeepers in attendance with me at the courthouse, yelling accusations that the peacekeepers and their children were "bootleggers" and "drug dealers".

Ms. Kioke-Koostachin exhibits no respect for authority in our community; not for law enforcement nor for the First Nation Council as the lawmakers of this community. At a minimum, she exhibits no sense of professionalism, restraint, diplomacy or common sense.

Being a representative of your organization, I am offended that the types of opinions and messages espoused by Ms. Kioke-Koostachin are being promoted to the community members of First Nation communities via your employees.

Your employees have no right to interject in any dispute, conflict or confrontation within our community. Ms. Kioke-Koostachin behaved in this manner during work hours; she would not have been present had it not been for her employment with you.

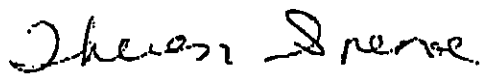
Living in this community and working here on a daily basis provides Ms. Kioke-Koostachin with opportunity and access to our community members in a way I do not believe she has in other communities in James Bay. Her message and delivery of such is destructive, negative, insulting, unfounded and unacceptable. She was not called upon to share her opinions and her doing so achieved nothing but a very negative reflection on your organization within our community.



I would appreciate that appropriate measurement be undertaken by NAN Legal Service to resolve any Unprofessionalism behaviour with Stella Kioke Koostachin.

Thanking you in advance for your understanding and cooperation,

Sincerely,



Chief Theresa Spence

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**Community Legal Worker**

<b>Name of Employee Being Reviewed:</b>	Stella Kiokee - Koostachii
<b>Job Title:</b>	CLW
<b>Employed Since:</b>	Oct/06
<b>Direct Supervisor:</b>	Mary Jean Robinson
<b>Last Review Date:</b>	2006
<b>Date of This Review:</b>	May 4/07
<b>Name of Reviewer(s):</b>	Mary J. Robinson HBaillie

The supervisor and the staff will comment on the areas set out below, as applicable. The staff member shall circulate his/her comments to the supervisor at least three (3) days before the scheduled review date.

Rating Schedule

- E = Exceptional
- A = Acceptable
- A/I = Acceptable with Room for Improvement
- U = Unacceptable
- NA = Not Applicable

**PART I**

**LEGAL SKILLS**

Task/Item	Rating	Comments
Information gathering, interview skills, professionalism	A	
Identifies issues to be resolved	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Provides advice in a clear manner under the supervision of the Area Director or designate	A	<i>Uses Summary advice on staff lawyers</i>
Exercises judgement in deciding who to refer client to, seeks advice from supervising lawyer(s) when appropriate	A	
Assesses when a matter requires legal services beyond summary legal advice	A	
Ensures client understands advice and direction given	A	
Keeps abreast of changes in the law that impact First Nations	A/1	
Updates referral sources and lists to ensure accuracy in referrals	A	
Service to new clients requests for summary advice are provided promptly and at a high level of quality	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**CASE WORK**

Task/Item	Rating	Comments
Promptly and accurately investigates each client problem to ensure accurate and thorough knowledge of all facts	A	
Completes legal aid applications thoroughly including all information necessary to permit assessment of eligibility	A	Try to the best of my ability.
Submits applications promptly to Legal Aid Co-Ordinator	A	
Completes follow-up to obtain additional necessary information and crown screening forms in a timely manner	A/1	Problems in CSF. office receives directly from Crown office to delete CSF from request for info.
Maintains a list of ongoing applications and requests updates on a regular basis	A/1	Family pressures contributed to falling behind. Getting back on track now.
Submits court reports within one week following court	<del>A</del> E	
Maintains an up-to-date list of panel lawyers and assists clients to retain and communicate with counsel	A	
Organizes advance day work prior to arrival in community	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Schedules unrepresented clients to meet with duty counsel prior to arrival in community	A	
Ensures transportation and office space are available in the community for advance days	A	Need to improve 2 Kash for space needed for Advance Day. (DONE) <i>using basement Health Centre</i>
Ensures community members are aware lawyers are available for advice and assistance prior to advance day	A	
Assist duty counsel to ensure appropriate matters are referred to RJW's		
Submits monthly reports in a timely manner	U	Keeps Reports on file + forget to send out. <i>Will send on a regular basis.</i>
Maintains proper ticklers, diary, follow-up, docket, appointment book.	A	
Consults with supervisor prior to advising a client that a case has no merit. Does not abandon cases without receiving adequate client instructions.	A	
Maintains updated legal expertise and knowledge and participates in ongoing professional development and training.	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Knows and complies with NALSC office policies and requirements.	A	
Works appropriate hours consistent with the personnel policy.	A	

**PUBLIC LEGAL EDUCATION**

Task/Item	Rating	Comments
Ensures that significant or interesting cases or trends are brought to the attention of management and co-workers. and makes recommendations to PLE, CLW and RJW.	A	
Participates in and carries out an adequate level of outreach including PLE, community organizing, and interagency groups.	U	Have not done PLE in communities. Don't know how to go about it
Arranges public legal education which is responsive to client needs, advises clients of their legal rights and responsibilities, enhances the capacity of clients to assist themselves individually and collectively.	U	same as above ✓
Prepares adequately for all public legal education meetings and presentations.		
Participates effectively in community groups. Exhibits knowledge of basic techniques for working with groups.	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**OFFICE ADMINISTRATION**

Task/Item	Rating	Comments
Submits travel reports and calendars at beginning of each and every month	A	
Travel advance requests are submitted monthly	A/1	<p><i>Don't request for advances only 1 or 2 times. So nothing to submit</i></p>
Travel Expense Reports submitted within one week of incurring expense	A	
Requests for Leave are submitted at least 3 days prior to commencement of leave	A	
Time sheets are submitted in a timely manner	A	
Clinic Day requests are thorough, including purpose of request; number of people expected to attend and source of request (First Nation)		

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**PART II  
PERFORMANCE OBJECTIVES & REQUISITE SKILLS –  
EXPECTATIONS & RESULTS**

**COMMUNICATION**

Task/Item	Rating	Comments
Keeps supervisor and others informed of relevant information on a need to know and timely basis. Ensures instructions and messages are clear, terms are explained and tone of voice is informative and does not assign blame.	A	
Ensures assertive communication style is practiced as much as possible.	A	
Effectively communicates position and demonstrates that others positions are respected. .	A	
Expression of feelings and opinions is honest, and appropriate.	A	
Written communication is clear, concise, organized and persuasive. Plain language is used.	A	
Communicates effectively with clients, showing respect, empathy and being non-judgmental of client's lifestyle or other matters. Preserves client's dignity, fosters client confidence and trust in staff member and NALSC.	E	



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Ensures the client is updated on all file developments, and that instructions are always received and documented to the client's file.	A	
Responds quickly to client telephone messages or other contact.	A	
Communicates effectively with community groups and representatives ensuring that NALSC's reputation is upheld and enhanced.	A	
Complies with Board policies regarding media and other contact.	A	

**TEAM PLAYER**

Task/Item	Rating	Comments
Understands the importance of his/her own and others jobs to the organization.	A	
Assists others during peak load times.	A	
Takes pride in his/her own and others' work and the results of the organization. Collaborates and consults with others, as necessary, to complete the work of the organization.	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Volunteers and makes useful contributions in meetings and committees.	E <del>NA</del>	
Honours the ground rules for working in a productive and caring manner.	A	

**INTERPERSONAL**

Task/Item	Rating	Comments
Is attentive to others. Consults and collaborates with others as required. Addresses and resolves conflict constructively. Uses appropriate humour and avoids hurtful gossip.	E <del>A</del>	
Calms irate clients.	A	
Demonstrates the ability to motivate others.	A	

**DEPENDABILITY AND FOLLOW-THROUGH**

Task/Item	Rating	Comments
Responds promptly and responsibly to supervisor's and co-workers' reliance on and requests for cooperation and assistance. Follows through on promises to carry out tasks etc.	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Assumes responsibility and expects to be held accountable for completing job assignments in an efficient and timely manner.	A	
Provides supervisor with regular and prompt updates on the progress of work and possible problems on an as needed basis.	A/1	
Attends regularly and punctually at the office (s), meetings, client appointments, community meetings, etc.	A	
Ensures office security at all times, and client confidentiality.	A	

**EFFORT**

Task/Item	Rating	Comments
Consistently and dependably works towards the completion of job responsibilities, assigned tasks, and results to the fullest extent of his/her responsibilities.	A	
Maintains a regular flow of work without undue delay and the need for reminders.	A/1	I try best find it hard to get clients to submit what is needed. <i>Will cancel if no response</i>
Work hours are used productively.	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Brings enthusiasm to his/her work.	A	

**INITIATIVE**

Task/Item	Rating	Comments
Identifies and takes on relevant and appropriate tasks when major responsibilities are completed.	A	
Identifies and strives to solve problems and offers innovative suggestions for positive change.	A	

**JOB KNOWLEDGE**

Task/Item	Rating	Comments
Knows NALSC goals, Board policies, office practices and procedures, and job responsibilities.	A	
Possesses professional or technical knowledge and skills required in the position.	A	
Shows increasing skill in utilizing office equipment, particularly personal computers. This would include adequate typing and word processing skills, maintaining up to date directories, understanding computer network, backing up files appropriately.	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**JUDGEMENT AND ANALYTICAL SKILLS**

Task/Item	Rating	Comments
Identifies problems or opportunities within the parameters of his/her job. Sorts out peripheral issues and sets priorities accordingly.. Consults with others and refers to others appropriately. Develops and implements sound and timely solutions.	A	

**TIME MANAGEMENT**

Task/Item	Rating	Comments
Understands the importance of using work time effectively and productively.	A	
Makes appropriate priorities between work tasks.	A	
<del>Delegates as appropriate.</del>  N/A	?	

**GOALS & OBJECTIVES**

Task/Item	Rating	Comments
Has met or exceeded the performance goals agreed to during the last evaluation, (detail if appropriate)	A	
Assists in the development of NALSC goals, including monthly reports and court reports.	A/ <del>A</del>	monthly reports needs to be on timely fashion

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Has met or exceeded goals agreed to overall, and assigned to him/her.	A	

**TRAINING**

Task/Item	Rating	Comments
Undertakes, willingly, all training opportunities, and implements new skills and knowledge appropriately.	A	
Identifies new training opportunities needed, and develops an action plan.	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

GOALS & OBJECTIVES STATEMENT

Development Desired	Plan for Development (Include Timelines)
<i>Stella will check with board to access hi-speed internet &amp; advise</i>	<i>30 days</i>
<i>Will submit monthly reports, updates within required timeframe</i>	<i>60 days</i>

If you need more room, please make a copy of this page and attach.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

PERFORMANCE REVIEW SUMMARY

Supervisor's Summary

Stella is a hard-working CW,  
Works well with others  
Excellent knowledge of the communities  
she serves.  
Pleasure working with Stella.

Reviewer's Signature

Date

*Maay J...*  
A Baillie

*May 4/07*  
May 4/07



