

Nishnawbe-Aski Legal Services Corporation

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L'CL'ᐱ'

December 15, 2014

Keith Mckay
c/o Nishnawbe-Aski Legal Services Corporation

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
www.nanlegal.on.ca



Head Office:

150 City Road
Fort William First Nation
Thunder Bay, Ontario
P7J 1J7

Re: Salary Increase

Ministry of Children and Youth Services approved a 1.35 % increase to those staff who are employed full time and under the Restorative Justice Program budget.

NALSC is pleased to inform you that you will be receiving an increase retroactive to April 1, 2014.

You will receive your retro pay of \$282.88 on Payroll #26, and the following payrolls will be adjusted accordingly. Your base salary was increased from \$24,771.50 to \$25,105.92 per annum.

For those of you registered in the Retirement Savings plan, there will be an adjustment as well.

Sincerely,


Mary Bird
Area Director



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

BI-WEEKLY TIMESHEET

Name: KEITH MCKAY Position: C. Y. I. W.
 Supervisor: VERNON. M. MORRIS Program: M. C. Y. I - Y. I.

Payroll #	From: (mmddy)		October, 17 / 2015				To: October, 30 / 2015	
Date	Sat	Sun	Monday	Tuesday	Wed	Thurs	Friday	
	17	18	19	20	21	22	23	
Regular Hours	-	-	7	7	7	7	--	
Sick								
Stat. Holiday								
Lieu Time								
Bereavement								
Vacation							7	
Overtime Accumulat								
Other: <i>Specify</i>								
Total Hours								35

Date	Sat	Sun	Monday	Tuesday	Wed	Thurs	Friday	
	24	25	26	27	28	29	30	
Regular Hours	-	-	---	---	7	7	7	
Sick								
Stat. Holiday								
Lieu Time								
Bereavement								
Vacation			7	7				
Overtime Accumulated								
Other: <i>Specify</i>								
Total Hours								35

Employee Comments:

Employee's Signature KEITH MCKAY Date October, 30 / 2015.
 April. _____ Date _____
 Entered By _____

Paycode History Detail By Employee

End Dates From Apr 1, 2016 To Mar 31, 2017

Period End	Wage Straight Amount Salary	Wage Total Amount Salary	Wage Total Hours Salary
MCKAY, WILLIAM JOHN			
Apr 1, 2016	1,351.69	1,351.69	70.00
1 Apr 15, 2016	1,351.69	1,351.69	70.00
8 Apr 29, 2016	1,351.69	1,351.69	70.00
3 May 13, 2016	1,351.69	1,351.69	70.00
4 May 27, 2016	1,351.69	1,351.69	70.00
5 Jun 10, 2016	1,351.69	1,351.69	70.00
6 Jun 24, 2016	1,351.69	1,351.69	70.00
7 Jul 8, 2016	1,351.69	1,351.69	70.00
8 Jul 22, 2016	1,351.69	1,351.69	70.00
9 Aug 5, 2016	1,351.69	1,351.69	70.00
10 Aug 19, 2016	1,351.69	1,351.69	70.00
11 Sep 2, 2016	1,351.69	1,351.69	70.00
12 Sep 16, 2016	1,351.69	1,351.69	70.00
13 Sep 30, 2016	1,351.69	1,351.69	70.00
14 Oct 14, 2016	1,351.69	1,351.69	70.00
15 Oct 28, 2016	1,351.69	1,351.69	70.00
16 Nov 11, 2016	1,351.69	1,351.69	70.00
17 Nov 25, 2016	1,351.69	1,351.69	70.00
MCKAY, WILLIAM JOH	24,330.42	24,330.42	1,260.00
REPORT TOTALS	24,330.42	24,330.42	1,260.00

New Salary \$ 40,540.00

\$ 1,559.23 x 17 Pays = \$ 26,506.92

Less: amt pd to date

\$ 1,351.69 x 17 Pays = 22,978.73

\$ 3,528.19

Retro to April '16

Last Name First Name Annual Wage Min Suggested Position Date of Hire

Immediate Suggested Changes

Mary Bird

Table 1		Current	Adjusted	Title	Date Started
Chapman	Rita	\$ 29,729.84	\$ 42,403.45	Community Legal Worker	02/09/2009
Wesley	Roberta	\$ 42,403.45		Community Legal Worker	04/01/2010
Meekis	Jonah	\$ 34,993.14		Community Legal Worker	11/02/2013
Edwards	Naacquellna	\$ 30,570.00	\$ 36,000.00	Community Legal Worker	17/06/2013

36,000. CR

Marlene Sabourin

Table 2	Finance	Current	Adjusted	Title	Date Started
Muckuck	Marcelline	\$ 33,148.37	\$ 37,463.24	Travel Clerk	24/05/2012
Rasevych	Kirsten	\$ 37,463.24		HR Clerk	07/03/2012

38,000 CR

Crawford/Morris

Table 2	RJW	Current	Adjusted	Title	Date Started
Keesic	Shirley	\$ 43,844.01	\$ 51,999.95	Restorative Justice Worker	07/03/2011
Anderson	Gail	\$ 51,999.95		Restorative Justice Worker	27/04/2015

Table 4	YIW	Current	Adjusted	Title	Date Started
McKay	Kath	\$ 36,142.00	\$ 40,540.00	Youth Intervention Worker	04/07/2011
Sackaney	Justin	\$ 40,540.00		Youth Intervention Worker	04/02/2013

Higher/Target salary
 Low/Inequity salary

Paycode History Detail By Employee

End Dates From Apr 1, 2016 To Mar 31, 2017

Period End	Wage Straight Amount Salary	Wage Total Amount Salary	Wage Total Hours Salary
MUCKUCK, MARCELINE			
Apr 1, 2016	1,276.32	1,276.32	70.00
1 Apr 15, 2016	1,276.32	1,276.32	70.00
2 Apr 29, 2016	1,276.32	1,276.32	70.00
5 May 13, 2016	1,276.32	1,276.32	70.00
4 May 27, 2016	1,276.32	1,276.32	70.00
5 Jun 10, 2016	1,276.32	1,276.32	70.00
6 Jun 24, 2016	1,276.32	1,276.32	70.00
7 Jul 8, 2016	1,276.32	1,276.32	70.00
8 Jul 22, 2016	1,276.32	1,276.32	70.00
9 Aug 5, 2016	1,276.32	1,276.32	70.00
10 Aug 19, 2016	1,276.32	1,276.32	70.00
11 Sep 2, 2016	1,276.32	1,276.32	70.00
12 Sep 16, 2016	1,276.32	1,276.32	70.00
13 Sep 30, 2016	1,276.32	1,276.32	70.00
14 Oct 14, 2016	1,276.32	1,276.32	70.00
15 Oct 28, 2016	1,276.32	1,276.32	70.00
16 Nov 11, 2016	1,276.32	1,276.32	70.00
17 Nov 25, 2016	1,276.32	1,276.32	70.00
MUCKUCK, MARCELINE	22,973.76	22,973.76	1,260.00
REPORT TOTALS	22,973.76	22,973.76	1,260.00

New salary \$ 38,000-

= \$ 1461.54 x 17 Pays = \$ 24,846.18

less amt Pd to date

\$ 1276.32 x 17 Pays = 21,697.44

3,148.74

Retro to April '16.

Paycode History Detail By Employee

End Dates From Apr 1, 2016 To Mar 31, 2017

Period End	Wage Straight Amount Salary	Wage Total Amount Salary	Wage Total Hours Salary
KEESIC, SHIRLEY			
Apr 1, 2016	1,686.31	1,686.31	70.00
1 Apr 15, 2016	1,686.31	1,686.31	70.00
2 Apr 29, 2016	1,686.31	1,686.31	70.00
3 May 13, 2016	1,686.31	1,686.31	70.00
4 May 27, 2016	1,686.31	1,686.31	70.00
5 Jun 10, 2016	1,686.31	1,686.31	70.00
6 Jun 24, 2016	1,686.31	1,686.31	70.00
7 Jul 8, 2016	1,686.31	1,686.31	70.00
8 Jul 22, 2016	1,686.31	1,686.31	70.00
9 Aug 5, 2016	1,686.31	1,686.31	70.00
10 Aug 19, 2016	1,686.31	1,686.31	70.00
11 Sep 2, 2016	1,686.31	1,686.31	70.00
12 Sep 16, 2016	1,686.31	1,686.31	70.00
13 Sep 30, 2016	1,686.31	1,686.31	70.00
14 Oct 14, 2016	1,686.31	1,686.31	70.00
15 Oct 28, 2016	1,686.31	1,686.31	70.00
16 Nov 11, 2016	1,686.31	1,686.31	70.00
17 Nov 25, 2016	1,686.31	1,686.31	70.00
KEESIC, SHIRLEY	30,353.58	30,353.58	1,260.00
REPORT TOTALS	30,353.58	30,353.58	1,260.00

New Salary \$52,000 -

$$\begin{aligned}
 & \$ 2000 \times 17 \text{ Days} = \$ 34,000 \\
 & \text{Less: amt pd to date} \\
 & \$ 1686.31 \times 17 \text{ Days} = \frac{28,667.27}{5,332.73} \text{ Retro to April 1/16}
 \end{aligned}$$

PROTECTED "B" WHEN COMPLETED

Account number: (Please indicate this number on all correspondence)
457264570 00 - 05176
Name: KEITH MCKAY

COPY

REQUEST FOR INFORMATION

1. Address of this person, according to your records:
P.O. Box 133, Kasabonika, ON P0V 1Y0

Telephone number (cellular or pager): 807-535-9252
Please indicate whether it is a current or previous address: Current [checked] Previous

2. Do you currently employ this person? [Yes checked] Occupation Community Intervention Worker
Last day of employment

a) If yes, is this person a:
Full-time employee [checked] Part-time employee Full-time @ 25 hrs/wk.
Employed for a specified period: from to
Employed under contract: from to
Net weekly income: \$ 476.38
Is this person a member of a union or professional association? Yes No [checked]
Please specify:

b) If no, business name and address of this person's new employer, if known:
Telephone number (cellular or pager):

3. Is this person receiving benefits from a group insurance or provincial plan such as CCST, WCB or WSIB? No [checked]
Yes please specify:
Will this person return to work? No
Yes Anticipated return date:

4. Name and address of this person's financial institution:
BMO - 61 Front Street
Sioux Lookout, ON P8T 1B1
Telephone number: 807-737-1860

Your name: Marlene Sabourin
Title: Financial Controller Telephone: 807-474-4377

Signature: Marlene Sabourin
Date: Nov. 2014

Personal information is administered in accordance with the Department of Human Resources and Skills Development Act, the Department of Social Development Act, the Canada Pension Plan, the Old Age Security Act and the Privacy Act. It will be retained in Personal Information Bank PSU 932. Individuals have the right to access and request correction of their personal information. For instructions, please consult the government publication Info Source available at all Service Canada Centres and at the following web site address: http://infosource.gc.ca/

07111102



305 BOUL RENE-LEVESQUE OUEST CP 25
MONTREAL QC H2Z 1A6

PROTECTED "B"

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
C/O PAYROLL DEPMT
86 S CUMBERLAND ST
THUNDER BAY ON

P7B 2V3

November 22, 2012

Account number: (Please indicate this number on all correspondence)
457264570 00 - 05176
Name: KEITH MCKAY
Date of birth: January 14, 1957

REQUEST FOR INFORMATION

Dear Sir or Madam:

The purpose of this letter is to ask for your assistance in locating the person named above. The Canada Revenue Agency (CRA), which is responsible for collecting debts to Human Resources and Skills Development Canada, needs this information to administer this person's file.

Please complete the Request for Information (see over) and return it within 10 business days from the date of this letter to the address mentioned above.

If you need assistance, you can call the CRA at one of the phone numbers indicated below.

Thank you for your co-operation.

E JEAN-BAPTISTE
Collections Contact Officer
(514) 496-7512 1-877-217-7512

Over

PROTECTED "B" WHEN COMPLETED

Account number: (Please indicate this number on all correspondence)

457264570 00 - 05176

Name: KEITH MCKAY

REQUEST FOR INFORMATION

1. Person's address:

P.O. Box 133, Kasabonika ON P0V 1Y0

Telephone number (cellular or pager): 807-535-9252

Please indicate whether it is a current or previous address: Current [checked] Previous

2. Business name and address of this person's employer:

Nishnawbe-Aski Legal Services Corporation, 150 City Road, Fort William First Nation, Thunder Bay, ON P7J 1J7

Telephone number (cellular or pager): 807-474-4377 / 807-622-1413

Do you currently employ this person? Yes [circled] No Occupation Community Youth Intervention Worker Last day of employment

3. Name and address of this person's financial institution:

Bank of Montreal 61 Front St. Sioux Lookout P8T 1B1

Telephone number: ?

Your name: Lee Brown

Title: Financial Controller

Telephone: 807-474-4377

Signature: Lee Brown

Date: December 4/12

Personal information is administered in accordance with the Department of Human Resources and Skills Development Act, the Department of Social Development Act, the Canada Pension Plan, the Old Age Security Act and the Privacy Act. It will be retained in Personal Information Bank PPU 164. Individuals have the right to access and request correction of their personal information. For instructions, please consult the government publication Info Source available at all Service Canada Centres and at the following web site address: http://infosource.gc.ca/

We look forward to working with you and welcome you to the NALSC team. In the meantime, if you have any questions or concerns, please do not hesitate to call me or Chantelle.

Yours very truly,

A handwritten signature in cursive script that reads "Alanna Downey Baxter". The signature is written in black ink and is positioned below the typed name.

Alanna Downey-Baxter
Restorative Justice Manager

Copy to: Celina Reitberger, ED

EMPLOYMENT CONTRACT

This agreement made in duplicate this 1st, day of July, 2011.

BETWEEN:

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

OF THE FIRST PART

-and-

KEITH MCKAY
(hereinafter referred to as the "Community Intervention Worker" or "CIW")

OF THE SECOND PART

The Employer hereby employs KEITH MCKAY to fill the position of PART-TIME Community Intervention Worker ("CIW"). The following shall be the terms and conditions of employment:

1. TERMS OF REFERENCE

- 1.1 The CIW 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 CIW will report to and be responsible to the Restorative Justice Coordinator, Probation Case Manager and to the Executive Director for overall work performance.
- 1.3 Hours of Work/Accessibility
The CIW will work a minimum of 20 hours per week during or after normal business hours (pursuant to the NALSC Personnel Policies & Procedures Manual) and such other times as may be required to carry out the functions of the position.
- 1.4 The CIW agrees to comply with all lawful instructions given by the Restorative Justice Coordinator, Probation Case Manager, Executive Director and Board of Directors.

1.5 The CIW agrees to adhere to all personnel and administrative policies approved by the Board of NALSC (the "NALSC Personnel Policies & Procedures Manual").

1.6 The CIW shall generally carry out the duties and responsibilities of employment at Kasabonika First Nation. Travel to other NAN First Nations and communities throughout Ontario may be required as part of the duties of employment, but with particular emphasis on Kasabonika, Ontario.

2. CONTRACT TERM

2.1 This Agreement shall be for a term commencing on July 1st, 2011 and ending on March 31st, 2012, or for as long as funding under the Community Intervention Initiative permits. The CIW agrees to provide the services outlined in Schedule "A" for this period and NALSC agrees to employ the CIW for the length of this term in accordance with the terms and conditions contained in this Agreement.

2.2 The Corporation further agrees to provide to the CIW by March 31st, 2012, notice of either its intention to renew the Agreement following the contemplated expiry hereof, on such terms as may be agreed upon, or of its intention not to renew the Agreement following the scheduled expiry hereof.

2.3 The CIW's performance shall be reviewed by the Restorative Justice Coordinator and Probation Case Manager. The CIW will receive a performance evaluation at the completion of this term contract identifying strengths and areas for improvement.

3. FINANCIAL ARRANGEMENTS

3.1 Contract Amount

The CIW shall be paid a salary of \$18,000 per year and as such shall be paid by-weekly or at the end of the contract term whichever is earlier with deductions for U.I.C., C.P.P., and Income Tax, if applicable. The Contract Amount will be reviewed at the end of the contract term and possible increments given in accordance with performance, and approved budget.

3.2 Benefits

The Employer shall provide the YIW with the following benefits:

- 1) Mandatory 4 (four) % vacation pay or 2 weeks vacation.
- 2) 20 hours of sick leave per year.
- 3) Compensatory time accumulated as per Sec. 26 & Sec. 28 of the NALSC Personnel Policies and Procedures Manual (approved at the discretion of the Executive Director).
- 4) Great West Life Assurance Group Plan.

3.3 Travel Expenses

The CIW will be reimbursed for all the travel expenses necessarily incurred in carrying out the duties and responsibilities of employment. Reimbursement will be limited to the following items in accordance with NALSC Personnel Policies & Procedures Manual:

- a) Hotel (room and tax only)
- b) Meals
- c) Economy Airfare
- d) Taxis (receipts required over \$10.00)
- e) Mileage (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 for just cause.

4.2 In addition to the reasons hereinbefore, NALSC may terminate this Agreement without just cause given, and without notice, at any time by the payment to the CIW of one week's salary inclusive of any accumulated benefits and/or due to any alleged criminal offence committed by the CIW and where any charge has been laid by the police.

5. CONFIDENTIALITY

- 5.1 The CIW shall treat as private and confidential, both during as well as after this Agreement, any information concerning the affairs of NALSC, and any information related to clients of NALSC to which he or she becomes privy during the course of this Agreement and after this agreement, and agrees not to divulge any such information to any other person.

6. CONFLICT OF INTEREST

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

7. ASSIGNMENT OF RIGHTS

- 7.1 The rights which accrue to NALSC under this Agreement shall pass to its successors or assigns.

The rights of the CIW under this Agreement are not assignable or transferable in any manner.

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 CIW 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 CIW 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 to 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 Province of Ontario or Canada, as the case may be, and as amended from time to time.

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 CIW shall be sufficiently given if delivered to the CIW personally or if mailed by registered mail to the CIW's address last known to NALSC.
- 1) 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 CIW.
- 2) Any notice given by mail shall be deemed to have been given forty-eight hours after the time it is posted.

15. INDEPENDENT LEGAL ADVICE

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

IN WITNESS WHEREOF the Parties have duly executed this Agreement this day of
July, 5th, 2011, in the City of Thunder Bay, in the Province of Ontario.

SIGNED, SEALED AND DELIVERED
in the presence of:

[Signature]
WITNESS

Keith William McKay
KEITH MCKAY - *[Signature]*

NISHNAWBE-ASKI LEGAL
SERVICES CORPORATION

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

SCHEDULE A

COMMUNITY INTERVENTION WORKER

JOB DESCRIPTION

(Please see attached)



NISHNAWBE-ASKI LEGAL SERVICES

Community Intervention Worker

Job Description

March 2009

Nishnawbe-Aski Legal Services Corporation (NALSC) is a unique legal services office that provides legal, paralegal and law-related services to the members of Nishnawbe-Aski Nation (NAN).

Under the Community Integration Initiative, a project funded by the Ministry of Children and Youth Services, the Community Integration Worker (CIW) will be responsible for delivering and reporting on the implementation and progress of the initiative in the target communities funded under the project.

The Community Integration Worker will play an important role in developing the local program and assisting young persons integrate into the community in a positive and meaningful way. To facilitate this process, the CIW will assist in the development of plans for special activities, individualized work placements and/or restitution activities and will monitor and supervise these plans towards their successful completion. The Community Integration Worker will meet regularly with the probation manager and other relevant stakeholders to discuss individual client cases, develop community supervision plans and to evaluate progress of clients and the overall initiative.

DUTIES & RESPONSIBILITIES:

- Attend Community Accountability Conferencing as a resource person.
- To assist in the development of plans for special activities, individualized work placements and/or restitution activities in meetings with the case manager, and other relevant stakeholders.
- To monitor and supervise these plans towards their successful completion.
- To act as a source of collateral information in the preparation of court ordered pre-sentence reports.
- To encourage the use of Restorative Justice alternatives wherever possible.
- To assist in the evaluation of the progress of clients.
- To assist in the evaluation of the overall initiative.
- Ensure that all clients report according to the terms of their orders.
- Follow-up on any counseling or referrals required as per supervision plans, deferred custody orders, and report progress to the case manager.
- Report any violations of terms, conditions or requirements of probation or other orders of agreements to the case manager within 48 hours.
- Report any change of address or telephone number to the case manager if a client moves or plans to move within 5 days.
- Report any significant changes/crisis events which impact the young person, family, or community as a whole within 48 hours.
- Maintain individual files and records which meet Ministry of Children and Youth Services requirements of all client's case activity and forward to the case manager upon completion.

- Gather and provide information to the Case Manager for the purposes of court reports; reintegration leave requests and discharge plans.
- Monitor the conditions of community supervision orders and maintain regular contact with all youth completing community service hours and work with the youth to deal with any problems that may arise such as transportation (provide when needed) and change of placement if needed.
- Identify any areas of concern, or non-compliance with program participation to the individual youth's supervising Probation Officer immediately.
- Submit monthly database and quantitative evaluation reports.
- Perform other related duties as required in furtherance of the mandate of this initiative and/or the Corporation.

SKILLS & ABILITIES:

- Excellent Oral Communication Skills
- Have a genuine interest in seeing Youth develop and succeed.
- Assertiveness
- Excellent Writing Skills
- Computer Proficiency Required
- High Degree of Professionalism & Discretion
- Organized
- Punctual
- Needs little supervision
- Self-Starter, Self-Motivated
- Ability to communicate in Ojibway language an asset.

ACCOUNTABILITY:

The Community Integration Worker is responsible to the Restorative Justice Coordinator, Probation Case Manager/Officer for day to day activities and to the Executive Director for overall work performance. The Community Integration Worker will work closely with and seek direction from both the Restorative Justice Coordinator and the Probation Case Manager and/or Officer.

QUALIFICATIONS:

The Community Integration Worker should have a post secondary diploma or degree in law, advocacy, paralegal, social work, mental health or related area of study or work experience. Experience and knowledge of Aboriginal issues and the current legal system is a must.

SALARY RANGE:

This position pays \$16,000 to \$19,000 per year. This is a part-time position. It is not a managerial position.



NISHNAWBE-ASKI LEGAL SERVICES
Community Youth Intervention Program

Community Youth Intervention Employee Contact Information Form:

The purpose is to record and to provide information to contact employee when needed.

Name of Employee:

Keith McKay

Office Phone Number:

1-807-535-9252

Office Fax Number:

1-807-535-9211

Home Phone Number:

1-807-535-9175

Cell #

Emergency contact number:

1-807-535-9175

2) Email:

Home E-mail:

KMcKay@nanlegal.on.ca

3) Home Address:

*KASABONIKA LAKE, ONTARIO
POU-140
Box # 133*

5) Work Address:

SAME AS ABOVE.

Other Info:

Signature of Employee

Keith McKay

Signature of Supervisor

Date

October 3, 2011

To: Chantell Johnson
N.A.L.S.C.
Thunder bay, Ontario

I started working for N.A.L.S.C. on July, 2011 to work as a Kasabonika Lake First Nation Community Youth Intervention Worker.

Week - July 4 - 8, 2011 – Getting ready to find an office location.

Week – July 11 – 15, 2011 – was doing telephone conversations with Thunder Bay N.A.L.S.C staff.

Week – July 18 – 22, 2011 – received supplies from N.A.L.S.C computer package and fax machine with combination photo copier and telephone set.

Week – July 25 – 29, 2011 – went for training at Thunder bay Ontario on community youth intervention program.

From: Keith Mckay
Community Youth Intervention Worker
K.L.F.N.



COMPUTER MEMORANDUM

Date: July 7, 2011

To: KEITH MCKAY

Cc: PERSONNEL FILE

From: Chantelle Johnson, RJA

Subject: Accessing E-mail

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:

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

Good Morning Keith,

Below are instructions on how to access your e-mail:

Go to:

<http://mail.nanlegal.on.ca>

User Name: kmckay@nanlegal.on.ca

Password: november78

If you have any questions please give me a call.

Thank You,

Chantelle Johnson, Restorative Justice Assistant.

cc. Personnel File.

○ EMPLOYMENT CONTRACT ○

This agreement made in duplicate this 1st, day of July, 2011.

BETWEEN:

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

OF THE FIRST PART

-and-

KEITH MCKAY
(hereinafter referred to as the "Community Intervention Worker" or "CIW")

OF THE SECOND PART

The Employer hereby employs KEITH MCKAY to fill the position of PART-TIME Community Intervention Worker ("CIW"). The following shall be the terms and conditions of employment:

1. TERMS OF REFERENCE

- 1.1 The CIW 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 CIW will report to and be responsible to the Restorative Justice Coordinator, Probation Case Manager and to the Executive Director for overall work performance.
- 1.3 Hours of Work/Accessibility
The CIW will work a minimum of 20 hours per week during or after normal business hours (pursuant to the NALSC Personnel Policies & Procedures Manual) and such other times as may be required to carry out the functions of the position.
- 1.4 The CIW agrees to comply with all lawful instructions given by the Restorative Justice Coordinator, Probation Case Manager, Executive Director and Board of Directors.

- 1.5 The CIW agrees to adhere to all personnel and administrative policies approved by the Board of NALSC (the "NALSC Personnel Policies & Procedures Manual").
- 1.6 The CIW shall generally carry out the duties and responsibilities of employment at Kasabonika First Nation. Travel to other NAN First Nations and communities throughout Ontario may be required as part of the duties of employment, but with particular emphasis on Kasabonika, Ontario.

2. CONTRACT TERM

- 2.1 This Agreement shall be for a term commencing on July 1st, 2011 and ending on March 31st, 2012, or for as long as funding under the Community Intervention Initiative permits. The CIW agrees to provide the services outlined in Schedule "A" for this period and NALSC agrees to employ the CIW for the length of this term in accordance with the terms and conditions contained in this Agreement.
- 2.2 The Corporation further agrees to provide to the CIW by March 31st, 2012, notice of either its intention to renew the Agreement following the contemplated expiry hereof, on such terms as may be agreed upon, or of its intention not to renew the Agreement following the scheduled expiry hereof.
- 2.3 The CIW's performance shall be reviewed by the Restorative Justice Coordinator and Probation Case Manager. The CIW will receive a performance evaluation at the completion of this term contract identifying strengths and areas for improvement.

3. FINANCIAL ARRANGEMENTS

3.1 Contract Amount

The CIW shall be paid a salary of \$18,000 per year and as such shall be paid by-weekly or at the end of the contract term whichever is earlier with deductions for U.I.C., C.P.P., and Income Tax, if applicable. The Contract Amount will be reviewed at the end of the contract term and possible increments given in accordance with performance, and approved budget.

3.2 Benefits

The Employer shall provide the YIW with the following benefits:

- 1) Mandatory 4 (four) % vacation pay or 2 weeks vacation.
- 2) 20 hours of sick leave per year.
- 3) Compensatory time accumulated as per Sec. 26 & Sec. 28 of the NALSC Personnel Policies and Procedures Manual (approved at the discretion of the Executive Director).
- 4) Great West Life Assurance Group Plan.

3.3 Travel Expenses

The CIW will be reimbursed for all the travel expenses necessarily incurred in carrying out the duties and responsibilities of employment. Reimbursement will be limited to the following items in accordance with NALSC Personnel Policies & Procedures Manual:

- a) Hotel (room and tax only)
- b) Meals
- c) Economy Airfare
- d) Taxis (receipts required over \$10.00)
- e) Mileage (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 for just cause.

4.2 In addition to the reasons hereinbefore, NALSC may terminate this Agreement without just cause given, and without notice, at any time by the payment to the CIW of one week's salary inclusive of any accumulated benefits and/or due to any alleged criminal offence committed by the CIW and where any charge has been laid by the police.

5. CONFIDENTIALITY

5.1 The CIW shall treat as private and confidential, both during as well as after this Agreement, any information concerning the affairs of NALSC, and any information related to clients of NALSC to which he or she becomes privy during the course of this Agreement and after this agreement, and agrees not to divulge any such information to any other person.

6. CONFLICT OF INTEREST

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

7. ASSIGNMENT OF RIGHTS

7.1 The rights which accrue to NALSC under this Agreement shall pass to its successors or assigns.

The rights of the CIW under this Agreement are not assignable or transferable in any manner.

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 CIW 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 CIW 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 to 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 Province of Ontario or Canada, as the case may be, and as amended from time to time.

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 CIW shall be sufficiently given if delivered to the CIW personally or if mailed by registered mail to the CIW's address last known to NALSC.
- 1) 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 CIW.
- 2) Any notice given by mail shall be deemed to have been given forty-eight hours after the time it is posted.

15. INDEPENDENT LEGAL ADVICE

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

IN WITNESS WHEREOF the Parties have duly executed this Agreement this day of
July, 5th, 2011, in the City of Thunder Bay, in the Province of Ontario.

SIGNED, SEALED AND DELIVERED
in the presence of:

[Signature]
WITNESS

Keith William McKay
KEITH MCKAY - *KM*

NISHNAWBE-ASKI LEGAL
SERVICES CORPORATION

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

SCHEDULE A

COMMUNITY INTERVENTION WORKER

JOB DESCRIPTION

(Please see attached)

Employment Contract

[7]



NISHNAWBE-ASKI LEGAL SERVICES

Community Intervention Worker

Job Description

March 2009

Nishnawbe-Aski Legal Services Corporation (NALSC) is a unique legal services office that provides legal, paralegal and law-related services to the members of Nishnawbe-Aski Nation (NAN).

Under the Community Integration Initiative, a project funded by the Ministry of Children and Youth Services, the Community Integration Worker (CIW) will be responsible for delivering and reporting on the implementation and progress of the initiative in the target communities funded under the project.

The Community Integration Worker will play an important role in developing the local program and assisting young persons integrate into the community in a positive and meaningful way. To facilitate this process, the CIW will assist in the development of plans for special activities, individualized work placements and/or restitution activities and will monitor and supervise these plans towards their successful completion. The Community Integration Worker will meet regularly with the probation manager and other relevant stakeholders to discuss individual client cases, develop community supervision plans and to evaluate progress of clients and the overall initiative.

DUTIES & RESPONSIBILITIES:

- Attend Community Accountability Conferencing as a resource person.
- To assist in the development of plans for special activities, individualized work placements and/or restitution activities in meetings with the case manager, and other relevant stakeholders.
- To monitor and supervise these plans towards their successful completion.
- To act as a source of collateral information in the preparation of court ordered pre-sentence reports.
- To encourage the use of Restorative Justice alternatives wherever possible.
- To assist in the evaluation of the progress of clients.
- To assist in the evaluation of the overall initiative.
- Ensure that all clients report according to the terms of their orders.
- Follow-up on any counseling or referrals required as per supervision plans, deferred custody orders, and report progress to the case manager.
- Report any violations of terms, conditions or requirements of probation or other orders of agreements to the case manager within 48 hours.
- Report any change of address or telephone number to the case manager if a client moves or plans to move within 5 days.
- Report any significant changes/crisis events which impact the young person, family, or community as a whole within 48 hours.
- Maintain individual files and records which meet Ministry of Children and Youth Services requirements of all client's case activity and forward to the case manager upon completion.

- Gather and provide information to the Case Manager for the purposes of court reports; reintegration leave requests and discharge plans.
- Monitor the conditions of community supervision orders and maintain regular contact with all youth completing community service hours and work with the youth to deal with any problems that may arise such as transportation (provide when needed) and change of placement if needed.
- Identify any areas of concern, or non-compliance with program participation to the individual youth's supervising Probation Officer immediately.
- Submit monthly database and quantitative evaluation reports.
- Perform other related duties as required in furtherance of the mandate of this initiative and/or the Corporation.

SKILLS & ABILITIES:

- Excellent Oral Communication Skills
- Have a genuine interest in seeing Youth develop and succeed.
- Assertiveness
- Excellent Writing Skills
- Computer Proficiency Required
- High Degree of Professionalism & Discretion
- Organized
- Punctual
- Needs little supervision
- Self-Starter, Self-Motivated
- Ability to communicate in Ojibway language an asset.

ACCOUNTABILITY:

The Community Integration Worker is responsible to the Restorative Justice Coordinator, Probation Case Manager/Officer for day to day activities and to the Executive Director for overall work performance. The Community Integration Worker will work closely with and seek direction from both the Restorative Justice Coordinator and the Probation Case Manager and/or Officer.

QUALIFICATIONS:

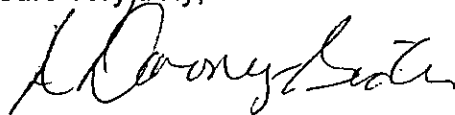
The Community Integration Worker should have a post secondary diploma or degree in law, advocacy, paralegal, social work, mental health or related area of study or work experience. Experience and knowledge of Aboriginal issues and the current legal system is a must.

SALARY RANGE:

This position pays \$16,000 to \$19,000 per year. This is a part-time position. It is not a managerial position.

We look forward to working with you and welcome you to the NALSC team. In the meantime, if you have any questions or concerns, please do not hesitate to call me.

Yours very truly,

A handwritten signature in black ink, appearing to read "Alanna Downey-Baxter". The signature is fluid and cursive, with the first name being the most prominent.

Alanna Downey-Baxter
Restorative Justice Manager

Copy to: Celina Reitberger, ED

 Nishnawbe-Aski Legal Services
Corporation

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L"PCLEᐱᐱ

July 6, 2011

Mr. Keith McKay
Kasabonika Lake First Nation
Kasabonika, ON

Dear Mr. McKay:

RE: Offer of Employment

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

Thank you for your interest in Nishnawbe Aski Legal Services Corporation and your acceptance of the position of part-time Community Youth Intervention Worker in Kasabonika Lake.

You shall commence your employment on July 4, 2011 at a salary of \$18,000 per year. If you are a status Indian, this income is currently tax exempt. You will work out of the office located at your residence. You are not, however, to meet clients at your home because of the proximity of the Probation Office, which is also located at your residence. Alternate arrangements can be made to meet your clients their home or any public office or building in Kasabonika.

Pursuant to the policies of NALSC, you will be on probation for a period of 3 months, at which time your performance will be reviewed.

Your orientation and training will take place in Thunder Bay the week of July 25, 2011, when all of the Youth Intervention Workers will be at Head Office for training. We will also get you set up on payroll and benefits.

The overall conditions of your employment are governed by the Policies of NALSC and as they are amended from time to time.

As set out in the policy we will expect to we be provided with a Criminal Background Check as a condition of your employment. You will be reimbursed for the cost of same.



Nishnawbe-Aski Legal Services Corporation

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L"PCLEAᐱᐱ

August 4, 2011

By fax: 807-535-1152
By email: roberts@kasabonika.ca

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:

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

Mr. Robert Semple
Director of Operations
Kasabonika Lake First Nation

Dear Mr. Semple:

**RE: Nishnawbe Aski Legal Services –
Office space for Youth Intervention Office**

We confirm that Nishnawbe Aski Legal Services will rent an office in the Kasabonika Lake First Nation Administration office at the agreed-upon monthly rental of \$500.00, commencing Monday, August 1, 2011, and continuing month to month. The rent includes all utilities except telephone and fax.

Telephone and fax hook-ups will be arranged by Nishnawbe Aski Legal Services. You advised that there is internet wired in and we can also arrange for access.

Please advise if the cheques are to be made payable to Kasabonika Lake First Nation or another corporate entity..

Yours very truly,

Alanna Downey-Baxter
Restorative Justice Manager

Copy: Celina Reitberger, Executive Director ✓
Lee Brown, Financial Comptroller
Keith McKay, Youth Intervention Worker

Nishnawbe Aski Legal Services
Corporation

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August 4, 2011

By fax: 807-535-1152
By email: roberts@kasabonika.ca

Mailing Address:

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Thunder Bay, Ontario
P7B 2V3

Tel: (807) 622-1413
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Head Office:

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Yours very truly,

Alanna Downey-Baxter
Restorative Justice Manager

Copy: Celina Reitberger, Executive Director
Lee Brown, Financial Comptroller
Keith McKay, Youth Intervention Worker



**NISHNAWBE - ASKI
Legal Services Corporation**

Employee Information

1. Personal Information

Full Given Name: McKay Keith W
Last First M Initial.

Address: Kasabonika Lake 133
Street Address Box #

Same as above ON P0V-140
City/Town Province Postal Code

Home Phone: (807) - 212-6531 Alternate Phone: (807) 535-9252

Primary Email: KMcKay@nanlegal.on.ca

SSN #: 457-264-570 Status # 2100014801

2. Job Information

Title: Rd R Worker Employee ID: _____

Supervisor: Danielle Wood Department: Reintegration

Work Location: Kasabonika Work Email: KMcKay@nanlegal.on.ca

Work Phone: (807) 535-9252 Cell Phone: () _____

Start Date: Nov. 18 / 2019 Benefits: Yes Pension: Y / N Yes

Term Date: _____ Salary: \$ 50,000.00

3. Emergency Contact Information

Full Name: McKay Joyce A
Last First M Initial.

Address: Kasabonika Lake 133
Street Address Box #

Same as above ON P0V-140
City/Town Province Postal Code

Primary Phone: (807) 212-4874 Alternate Phone: () _____

Relationship: _____



**NISHNAWBE - ASKI
Legal Services Corporation**

ENTERED APR 17 2019

AP/PA *[Signature]*

Employee Information

1. Personal Information

Full Given Name: McKay Keith W
Last First M Initial.

Address: Kasabonika Lake 133
Street Address Box #

same as above ON P0V-140
City/Town Province Postal Code

Home Phone: (807) 212-6283 Alternate Phone: (807) 535-9252

Primary Email: kmckay@nanlegal.on.ca

SSN #: 457-264-570 Status # 2100014801

2. Job Information

Title: Youth Internship Employee ID: _____

Supervisor: Chantelle Johnson Department: 41

Work Location: Kasabonika Work Email: kmckay@nanlegal.on.ca

Work Phone: (807) 535-9252 Cell Phone: ()

Start Date: Jul 4/17 Benefits: Yes Pension: Y/N Yes

Term Date: _____ Salary: \$ 43,144.-

3. Emergency Contact Information

Full Name: McKay Joyce A
Last First M Initial.

Address: Kasabonika Lake 133
Street Address Box #

same as above ON P0V-140
City/Town Province Postal Code

Primary Phone: (807) 212-4874 Alternate Phone: () None!

Relationship: _____

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 and Harassment Policies of the Corporation.

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

Keith William McKay

Print Name

Keith William McKay

Signature

Dated this 19 day of November, 2019



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

OATH OF CONFIDENTIALITY

As a person working at Nishnawbe-Aski Legal Services Corporation ("NALSC") you are privy to confidential material. Confidentiality of client and NALSC information is essential. While at NALSC, you shall not disclose to any member of the public any confidential information obtained during his/her position with NALSC.

All NALSC files are to be treated as confidential material and may not be disclosed except in accordance with the provisions of NALSC's policies and Service Agreements. No one is to read files except in so far as the position requires it. Files are not to be discussed at any time with anyone within NALSC, except for NALSC related business.

Confidentiality also applies to information about financial and personnel matters or any other confidential information that is attained during your position with NALSC. We are entrusted with the confidential records of clients and of personnel throughout the Corporation and are always expected to comply with NALSC's Oath of Confidentiality Agreement.

EMPLOYEE STATEMENT OF NON-DISCLOSURE

I have read and understand this statement. I agree to abide by NALSC's Oath of Confidentiality Agreement as a condition of my position at Nishnawbe-Aski Legal Services Corporation. Unauthorized disclosure of any confidential material may result in my immediate discharge from my position and may result in further legal action.

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

Keith W McKen
SIGNATURE

Nov. 19/2019
DATE

Keith W McKen
PRINT FULL NAME

[Signature]
SIGNATURE OF WITNESS

Nov. 19/19
DATE

Susanna Baxter
PRINT FULL NAME OF WITNESS



Government
of Canada

Gouvernement
du Canada

3459094

CERTIFICATE OF INDIAN STATUS - CERTIFICAT DE STATUT D'INDIEN



This is to certify that - Le présent atteste que

Family Name - Nom de famille

MCKAY

Given Names - Prénoms

William John

Alias - Nom d'emprunt

Registry No. - N° de registre

2100014801

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).



CERTIFICATE OF INDIAN STATUS - CERTIFICAT DE STATUT D'INDIEN

This is to certify that I / J'atteste que



Family name - Nom de famille

McKay

Given names - Prénoms

William John

Alias - Nom d'emprunt

Keith

Registry no. - N° de registre

2100014801

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).



Human Resources Development Canada

Développement des ressources humaines Canada

SOCIAL INSURANCE NUMBER

NUMÉRO D'ASSURANCE SOCIALE

457 264 570

WILLIAM JOHN MCKAY

D.O.B →

Date of birth - Date de naissance Bandy group - Groupe d'enregistrement
Jan. 14, 1957 **Kasabonika Lake**
First Nation

Sex - Sexe This card is valid until
M Cette carte est valide jusqu'au **N/A**

Holder's signature - Signature du titulaire

William John McLaughlin
Issuing officer's signature - Signature de l'agent émetteur Issue date - Date d'émission
Theresa Brown **16-05-01**

Finder please return postage free to INAC Ottawa, Ontario, Canada K1A 0H4
Quiconque 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

SIGNATURE *William John McLaughlin*

- SIGN THIS CARD.
- KEEP THIS CARD IN A SAFE PLACE
- TO CHANGE YOUR NAME AS SHOWN ON THIS CARD, OBTAIN THE NECESSARY FORM FROM ANY CANADA HUMAN RESOURCE CENTRE.
- SIGNEZ CETTE CARTE.
- GARDEZ CETTE CARTE DANS UN LIEU SÛR.
- POUR FAIRE CHANGER LE NOM APPARAISSANT SUR CETTE CARTE, DEMANDEZ LE FORMULAIRE APPROPRIÉ À TOUT CENTRE DE RESSOURCES HUMAINES DU CANADA.

NAS 2683-05 00 B

Canada 

Dear Employer,


My banking information has changed and this form is to provide you with my new account information in place of a voided cheque. Effective July 16/11 (date), please update your records and deposit my pay cheque into the following CIBC Account (Transit No. 00097, Institution No. 010, Account No. 8120587).

WILLIAM JOHN MCKAY

KASABONIKA Ontario
CANADA P0V 1Y0

Pay to the order of _____ \$ _____
_____ /100 Dollars

VOID

 Canadian Imperial Bank of Commerce

Memo _____

00097 010 8120587

Thank you, *Keith McKay*

Signed _____

Determination of Exemption of an Indian's Employment Income

To make sure correct information is entered, we suggest that this form be filled out by the employer, in the presence of the employee.

As an employer, you can use this form to help determine if an employee's employment income is exempt from income tax. The term "employee" on this form refers only to an employee who is an Indian as defined in the Indian Act.

Read the instructions on the next page for more information on how to fill out this form.

Employee Identification

Last name (please print) <i>McKay</i>	Usual first name and initials <i>Keith . William</i>	Social insurance number <i>457264570</i>
Residential address including postal code <i>Kasabonika Lake, Ontario - POU-140 - Box # 133</i>		
Is the employee's residence located on a reserve?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Indian status

Is the employee an Indian as defined in the Indian Act? Yes No

If yes, was the employee an Indian as defined in the Indian Act:

prior to 2011?

because of Bill C-3 (also known as the Gender Equity in Indian Registration Act)? Only income earned on or after January 31, 2011, may be exempt from tax.

because of the creation of the Qalipu Mi'kmaq First Nation Band? Only income earned on or after September 22, 2011, may be exempt from tax.

Type of exemption ¹

The employee performs employment duties:

1. entirely on a reserve 2. entirely off a reserve 3. partially on and partially off a reserve

If you chose 3, indicate the percentage of the employment duties the employee performs on a reserve: _____ %

All of the employee's employment income is exempt from income tax if any one of the following situations applies. Check the appropriate box.

the employee performs at least 90% ² of the employment duties on a reserve (guideline 1);

the employee and the employer reside on a reserve (guideline 2);

the employee performs more than 50% of the employment duties on a reserve, and the employee or the employer resides on a reserve (guideline 3); or

the employee's employment duties are connected to the employer's non-commercial activities carried on exclusively for the benefit of Indians who, for the most part, reside on reserves and the employer resides on a reserve; and the employer is:

- an Indian band that has a reserve or a tribal council representing one or more Indian bands that have reserves; or
- an Indian organization controlled by one or more such bands or tribal councils and is dedicated exclusively to the social, cultural, educational, or economic development of Indians who, for the most part, reside on reserves (guideline 4).

¹ The type of exemption is based on the Indian Act Exemption for Employment Income Guidelines. For a full description of the Guidelines including examples of exempt income and term definitions, go to canada.ca/en/revenue-agency/services/aboriginal-peoples/indian-act-exemption-employment-income-guidelines.

² Proration rule may apply: When less than 90% of the duties of an employment are performed on a reserve and the employment income is not exempted by another guideline, the exemption is to be prorated. The exemption will apply to the portion of the income related to the duties performed on the reserve.

Employee certification

I certify that the information given on this form is correct and complete.

Signature *Keith W McKay* Date *Nov. 19/2019*

Personal information is collected under the Income Tax Act to administer tax, benefits, and related programs. It may also be used for any purpose related to the enforcement of the Act such as audit, compliance and collection activities. It may be shared or verified with other federal, provincial, territorial or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the Privacy Act, individuals have the right to access their personal information, request correction, or file a complaint to the Privacy Commissioner of Canada regarding the handling of the individual's personal information. Refer to Personal Information Bank CRA PPU 120 on Info Source at canada.ca/cra-info-source.

Instructions

- The employment income from a particular employment will not be exempt from income tax where one of the main reasons for that employment relationship is to establish a connecting factor to a reserve. A connecting factor is a fact which connects income to a reserve. For example, the fact that the employer is resident on a reserve is a connecting factor.
- If the employee's circumstances change, the employee will be required to fill out a new form.
- Keep a completed form on file for each employee. We may ask to review the form to verify that the income earned qualifies to be exempt from income tax based on the circumstances of the employment.
- For information on the requirements to deduct Canada Pension Plan contributions and employment insurance premiums, and for instructions on reporting requirements, see Guide T4001, Employers' Guide – Payroll Deductions and Remittances, and Guide RC4120, Employers' Guide – Filing the T4 Slip and Summary.

Employment-related income

Employment insurance benefits, retiring allowances, Canada Pension Plan benefits, Quebec Pension Plan benefits, registered pension plan benefits, and wage-loss replacement plan benefits will be exempt from income tax when they are received as a result of employment income that was exempt from tax. If a portion of the employment income was exempt, a similar portion of these amounts will be exempt.



2019 Personal Tax Credits Return

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your tax deductions. Fill out this form based on the best estimate of your circumstances.

Form fields: Last name (McKay), First name and initial(s) (William), Date of birth (1957/01/14), Employee number, Address (Kasabonika Lake, ON), Postal code (R0U1Y0), Social insurance number (457264579)

Main form body with 13 numbered sections for tax credits and a total claim amount box. Section 1: Basic personal amount (12,069). Section 2: Canada caregiver amount for infirm children under age 18. Section 3: Age amount. Section 4: Pension income amount. Section 5: Tuition (full time and part time). Section 6: Disability amount. Section 7: Spouse or common-law partner amount. Section 8: Amount for an eligible dependant. Section 9: Canada caregiver amount for eligible dependant or spouse or common-law partner. Section 10: Canada caregiver amount for dependant(s) age 18 or older. Section 11: Amounts transferred from your spouse or common-law partner. Section 12: Amounts transferred from a dependant. Section 13: TOTAL CLAIM AMOUNT.



Filling out Form TD1

Fill out this form **only** if any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed)
- you want to claim the deduction for living in a prescribed zone
- you want to increase the amount of tax deducted at source

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

- If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2019, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1, **check this box**, enter "0" on line 13 and do not fill in lines 2 to 12.

Total income less than total claim amount

- Check this box if your total income for the year from all employers and payers will be **less** than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

Non-residents (Only fill in if you are a non-resident of Canada.)

As a non-resident of Canada, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2019?

- Yes (Fill out the previous page.)
 No (Enter "0" on line 13, and do not fill in lines 2 to 12 as you are not entitled to the personal tax credits.)

If you are unsure of your residency status, call the international tax and non-resident enquiries line at 1-800-959-8281.

Provincial or territorial personal tax credits return

If your claim amount on line 13 is more than \$12,069, you also have to fill out a provincial or territorial TD1 form. If you are an employee, use the Form TD1 for your province or territory of employment. If you are a pensioner, use the Form TD1 for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only** (your claim amount on line 13 is \$12,069), your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

Note: If you are a Saskatchewan resident supporting children under 18 at any time during 2019, you may be able to claim the child amount on Form TD1SK, 2019 Saskatchewan Personal Tax Credits Return. Therefore, you may want to fill out Form TD1SK even if you are **only** claiming the basic personal amount on this form.

Deduction for living in a prescribed zone

If you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2019, you can claim any of the following:

- \$11.00 for each day that you live in the prescribed northern zone
- \$22.00 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction

\$

Employees living in a prescribed **intermediate** zone can claim 50% of the total of the above amounts.
 For more information, go to canada.ca/taxes-northern-residents.

Additional tax to be deducted

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or old age security pension. By doing this, you may not have to pay as much tax when you file your income tax return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, fill out a new Form TD1.

\$

Reduction in tax deductions

You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Personal Information is collected under the Income Tax Act to administer tax, benefits, and related programs. It may also be used for any purpose related to the enforcement of the Act such as audit, compliance and collection activities. It may be shared or verified with other federal, provincial, territorial or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. The social insurance number is collected under section 237 of the Act and is used for identification purposes. Under the Privacy Act, individuals have the right to access, or request correction of, their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 at canada.ca/cra-info-source.

Certification

I certify that the information given on this form is correct and complete.

Signature

William John McKay

It is a serious offence to make a false return.

Date

NOV 19 2019

YYYY/MM/DD



2019 Ontario Personal Tax Credits Return

Protected B when completed
TD1ON

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your provincial tax deductions.
Fill out this form based on the best estimate of your circumstances.

Last name <i>McKay</i>	First name and initial(s) <i>William</i>	Date of birth (YYYY/MM/DD) <i>1957/01/14</i>	Employee number
Address <i>Kasabonika Lake</i>	Postal code <i>R0U1L4U</i>	For non-residents only – Country of permanent residence	Social insurance number <i>4572645710</i>
1. Basic personal amount – Every person employed in Ontario and every pensioner residing in Ontario can claim this amount. If you will have more than one employer or payer at the same time in 2019, see "More than one employer or payer at the same time" on page 2.			10,582
2. Age amount – If you will be 65 or older on December 31, 2019, and your net income from all sources will be \$38,463 or less, enter \$5,166. If your net income for the year will be between \$38,463 and \$72,903 and you want to calculate a partial claim, get Form TD1ON-WS, Worksheet for the 2019 Ontario Personal Tax Credits Return, and fill in the appropriate section.			
3. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$1,463, or your estimated annual pension income, whichever is less.			
4. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, Disability Tax Credit Certificate, enter \$8,549.			
5. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be \$898 or less, enter \$8,985. If his or her net income for the year will be between \$898 and \$9,883 and you want to calculate a partial claim, get Form TD1ON-WS and fill in the appropriate section.			
6. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you and whose net income for the year will be \$898 or less, enter \$8,985. If his or her net income for the year will be between \$898 and \$9,883 and you want to calculate a partial claim, get Form TD1ON-WS and fill in the appropriate section.			
7. Ontario caregiver amount – You may be supporting an eligible infirm dependant aged 18 or older who is either your spouse's or common-law partner's: <ul style="list-style-type: none"> • child or grandchild • parent, grandparent, brother, sister, aunt, uncle, niece or nephew who is resident in Canada If this is your situation, get Form TD1ON-WS and fill in the appropriate section.			
8. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, or disability amount on his or her income tax return, enter the unused amount.			
9. Amounts transferred from a dependant – If your dependant will not use all of his or her disability amount on his or her income tax return, enter the unused amount.			
10. TOTAL CLAIM AMOUNT – Add lines 1 to 9. Your employer or payer will use this amount to determine the amount of your provincial tax deductions.			

Filling out Form TD1ON

Fill out this form **only** if you are an employee working in Ontario or a pensioner residing in Ontario and any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed)
- you want to increase the amount of tax deducted at source

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1ON, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1ON for 2019, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1ON, **check this box**, enter "0" on line 10 and do not fill in lines 2 to 9.

Total income less than total claim amount

Check this box if your total income for the year from all employers and payers will be **less** than your total claim amount on line 10. Your employer or payer will not deduct tax from your earnings.

Additional tax to be deducted

If you wish to have more tax deducted, fill in "Additional tax to be deducted" on the federal Form TD1.

Reduction in tax deductions

You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

To get our forms and publications, go to canada.ca/cra-forms-publications or call 1-800-959-5525.

Personal information is collected under the Income Tax Act to administer tax, benefits, and related programs. It may also be used for any purpose related to the enforcement of the Act such as audit, compliance and collection activities. It may be shared or verified with other federal, provincial, territorial or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. The social insurance number is collected under section 237 of the Act and is used for identification purposes. Under the Privacy Act, individuals have the right to access, or request correction of, their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 at canada.ca/cra-info-source.

Certification

I certify that the information given on this form is correct and complete.

Signature

William John McKay

Date

Nov 19/2019

It is a serious offence to make a false return.



Date of Request:

November 19, 2019

As the authorized representative of Nishnawbe-Aski Legal Services Corporation, I hereby request that the Thunder Bay Police conduct:

Police Information Check (PIC)

As the authorized representative of a person or organization that is responsible for the well-being of one or more children or vulnerable persons as defined in Section 6.3(1) of the Criminal Records Act, I hereby request that the Thunder Bay Police conduct:

Police Vulnerable Sector Check (PVSC)

Candidate: _____

Address: _____

Who will be working in a paid position / volunteer position / other (circle one)

Position requiring check:

Release & Reintegration Worker

Requests for Police Vulnerable Sector Checks Only:

Part 2(1)(c) of the Criminal Records Regulation requires applications for VS checks to show how the position is one of trust or authority towards that child or vulnerable person.

Description of duties:

Will require him to work

Authorized Representative

Position Title

Signature

Phone # and Email

Nishnawbe-Aski Legal Services Corporation

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L "PCLP.ΔP

Date: Nov. 19/19

RE: Request for Police Record Check

Nishnawbe-Aski Legal Services Corporation requires the applicant to provide a current criminal record check as follows:

- Police Criminal Record Check (basic check) [letter not a requirement]
- Police Information Check
- Police Vulnerable Sector Check.

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,

1. Are in a position of dependence on others; or
2. 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. (ie. Children, elderly)

The applicant is an employee with our organization.

Applicant name: _____

Applicant signature: _____

Date: _____

EMPLOYER INFORMATION

Nishnawbe-Aski Legal Services Corporation

Human Resources Department

Name: Susanna Baxter Title: Human Resource Clerk

Signature: [Handwritten Signature]

Mailing Address:

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

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

Email: info@nanlegal.on.ca

Website:
<http://www.nanlegal.on.ca>



Head Office:

109 Mission Rd. Fort William
First Nation, ON P7J 1K7

Lee Brown

From: Carolyn White <cwhite@nanlegal.on.ca>
Sent: Wednesday, August 10, 2011 9:26 AM
To: 'Chantelle Johnson'; allstaff@nanlegal.on.ca
Subject: RE: Keith Mckay, Community Youth Intervention Worker Kasabonika

Please note:

Keith's telephone & fax #'s are

Tel: (807) 535-9252

Fax: (807) 535-9211

Thank you

From: Chantelle Johnson [mailto:cjohnson@nanlegal.on.ca]
Sent: Tuesday, August 09, 2011 10:07 AM
To: allstaff@nanlegal.on.ca
Subject: Keith Mckay, Community Youth Intervention Worker Kasabonika

Good Morning Everyone,
We have hired a new Community Youth Intervention Worker for Kasabonika:

Keith Mckay, Community Youth Intervention Worker
Kasabonika Band Office
PO Box 133
Kasabonika Lake, ON, P0V 1Y0
Tel: 807-535-9211
Fax: 807-535-9252
kmckay@nanlegal.on.ca

Thank You,

Chantelle Johnson
Restorative Justice Assistant

Nishnawbe-Aski Legal Services
86 s. Cumberland Street
Thunder Bay, Ontario P7B 2V3

Phone: (807) 766-7081
Fax: (807) 622-3024
E-Mail: cjohnson@nanlegal.on.ca

Lee Brown

From: Chantelle Johnson <cjohnson@nanlegal.on.ca>
Sent: Tuesday, August 09, 2011 10:07 AM
To: allstaff@nanlegal.on.ca
Subject: Keith Mckay, Community Youth Intervention Worker Kasabonika

Good Morning Everyone,

We have hired a new Community Youth Intervention Worker for Kasabonika:

Keith Mckay, Community Youth Intervention Worker
Kasabonika Band Office
PO Box 133
Kasabonika Lake, ON, P0V 1Y0
Tel: 807-535-9211
Fax: 807-535-9252
kmckay@nanlegal.on.ca

Thank You,

Chantelle Johnson
Restorative Justice Assistant

Nishnawbe-Aski Legal Services
86 s. Cumberland Street
Thunder Bay, Ontario P7B 2V3

Phone: (807) 766-7081
Fax: (807) 622-3024
E-Mail: cjohnson@nanlegal.on.ca

NEW HIRE CHECKLIST

EMPLOYEE <i>William John (Keith) McKay.</i>		DATE HIRED <i>July 4, 2011</i>
JOB TITLE <i>Community Youth Intervention Worker.</i>	CURRENT SALARY <i>18,000.00</i>	PROBATIONARY END DATE
TYPE PERMANENT FT [] PERMANENT PT [] FIXED TERM [] CASUAL []		

PERSONAL INFORMATION

BIRTHDATE <i>January 14, 1959.</i>	HOMEPHONE <i>(807) 535-9252.</i>
OTHER CONTACT # (CELL, ETC.)	EMERGENCY CONTACT
HOME ADDRESS <i>Kasabonika Lake ON. POV ITO</i>	SIN#
<input type="checkbox"/>	Copy (front and back) of Status Card (if applicable)
<input type="checkbox"/>	Banking information (void cheque or notification from bank)
<input checked="" type="checkbox"/>	Letter of Offer
<input checked="" type="checkbox"/>	Signed Contract
<input type="checkbox"/>	Criminal Records Check
<input type="checkbox"/>	Proof of 2M Liability Car Insurance
<input type="checkbox"/>	Application – resume, cover letter, notes from interview, reference checks, and job description
<input type="checkbox"/>	Signed document stating they have read and understood the NALSC policies and procedures manual (attached)
<input checked="" type="checkbox"/>	Application for Group Insurance Coverage

COMMENTS:

Fax Cover

Date: July 7, 2011

To: Keith McKay

Fax: 1-807-535-1152

From: Alanna Downey-Baxter

Re: Letter of Employment

Message:

If you have any questions re: the attached letter of offer or the computer memo please call.

Thank you.

We are transmitting the following 4/ 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:

36 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:

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