

# Nishnawbe-Aski Legal Services Corporation

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L'NCLR-ΔP

October 31, 2019

ORIGINAL

PRIVATE & CONFIDENTIAL

Stallone

**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](mailto:info@nanlegal.on.ca)

Website:  
[Http://www.nanlegal.on.ca](http://www.nanlegal.on.ca)

Dear Stallone,

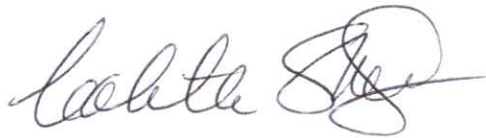
Congratulations on your promotion to Hub Coordinator, effective **August 1, 2019**.

The annual salary for the position will be **\$47,000** and will be paid to you bi-weekly as per your current pay schedule. In your new position, you will continue to report to the Hub Program Manager.

Your health benefits will remain the same, however, your pension contribution will change to reflect your salary increase.

Again, congratulations on the new position.

Yours Sincerely,



Colette Shwetz  
HR Manager



**Head Office:**

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

**Nishnawbe-Aski Legal Services Corporation**

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Yours Sincerely,

*Colette Shwetz*

Colette Shwetz  
HR Manager

1807.6923

25.8241

E-MAILED

New 5/19  
*[Signature]*



## NISHNAWBE-ASKI LEGAL SERVICES CORPORATION RESTORATIVE JUSTICE COMMUNITY ENGAGEMENT AND TRAINING COORDINATOR HUB

Through the use of Spring Board and the HUB program Nishnawbe Aski Legal Services Corporation (from this point forward to be referred to as NALSC) has had the opportunity to educate their community members where applicable on methods of dealing with different aspects of daily life. Using the multiple programming opportunities that the HUB program offers, there is a unique opportunity to connect with multiple communities and members. Through this connection, it is possible to not only educate the communities but also help them towards mending any past harms. By moving forward as a community focused on improving the education of its youth, there is the possibility of creating a stronger community focused on the betterment of all its members.

From the prospective of a youth living in the community it can be difficult to understand some of the changes that are occurring, not only in schools but within the community. Therefore, programming that assists the youth in navigating the difficult waters can be a great asset for their future choices. Through HUB they are provided with the tools to become better individuals, who understand what promotes a healthy lifestyle within their communities. However, the programming is not limited to youth. By diversifying the demographic to include adults, elders, and women there is the possibility to helping to promote change in the negative behaviours. The Community Engagement and Training Coordinator position provides the Nishnawbe Aski Nation (from this point forward to be referred to as NAN) communities with this unique opportunity. Through training, travel, and providing input on future programming they will become an asset to not only the Northern communities within Ontario, but to Spring Board as well.

### Program Description:

Currently, the HUB program is facilitated by multiple individuals within different communities across Ontario. These facilitators travel to different communities in order to provide the current programs to all the members of NAN. Unfortunately, it is difficult to ensure all referrals have been processed and send to the individuals who are closest to the community. This means that some referrals will take longer to process then others dependant on the schedule of the current facilitators.

In order to accommodate all of the current and future referrals we propose that a new position be created as a Community Engagement and Training Coordinator HUB who will

facilitate, manage and train all aspects and individuals on the current and future HUB programming.

The Community Engagement and Training Coordinator position focuses on the facilitation, upkeep, and training of HUB equipment and programming with the NAN communities. In order to meet the obligations, set forth from Spring Board and its funders, this individual will focus on implementing HUB training for all worker within NALSC under the direction of the Restorative Justice Manger. This means that this individual will be responsible for;

- 1) ensuring all equipment is being maintained and used properly
- 2) following up with facilitators on to frequency of usage
- 3) participate in community visitations for presentations or meetings
- 4) dispersal of referrals to trained facilitators
- 5) accumulate data for reporting purposes to funders
- 6) train all workers on the facilitation of HUB programming
- 7) all other activities relating to HUB as needed

Currently there are HUB systems within the following communities:

Sandy lake, Pikangikum, Big Trout, Moosonee, Attawapiskat, Fort Albany, Kashechewan

Each of these communities will receive visits from the Coordinator quarterly to ensure all systems are functioning, with any malfunctions being discussed with Spring Board head office before sending them for repairs. This individual would also be responsible for training and onboarding of facilitators in order to ensure consistency and understanding of the programs content.

# NISHNAWBE-ASKI LEGAL SERVICES

## Income Statement

As of February 28, 2019

### COMMUNITY LEARNING HUB PROGRAM - WESTERN

	Annual Budget
<b>Revenue</b>	
REVENUE - ADDITIONAL TRAVEL	0.00
Operation Springboard	120,000.00
PRIOR YEAR ADJUSTMENT	0.00
<b>Total Revenue</b>	<b>\$120,000.00</b>
<b>Wages</b>	
COORDINATOR - SIOUX LOOKOUT	47,500.00
<b>Total Wages</b>	<b>\$47,500.00</b>
<b>Benefits</b>	7,500.00
<b>Total Wages &amp; Benefits</b>	<b>\$55,000.00</b>
<b>Travel</b>	
MEALS & ACCOM	10,000.00
AIRFARE & MILEAGE	15,000.00
CHILDCARE EXPENSE	0.00
<b>Total Travel</b>	<b>\$25,000.00</b>
<b>Program Expenses</b>	
TELEPHONE EXPENSE	1,000.00
INTERNET EXPENSE	1,000.00
ADVERTISING & PROMOTIONS EXPENSE	1,000.00
OFFICE SUPPLIES EXPENSE	1,000.00
RENT	7,200.00
MANAGEMENT FEES	12,000.00
WORKSHOP/CIRCLE EXPENSE	2,100.00
<b>Total Program Expenses</b>	<b>\$40,000.00</b>
<b>Total Expenses</b>	<b>\$120,000.00</b>
<b>Net Surplus (Deficit)</b>	<b>\$0.00</b>





NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
RESTORATIVE JUSTICE COMMUNITY ENGAGEMENT AND TRAINING  
COORDINATOR HUB

JOB DESCRIPTION

DESCRIPTION

The Community Engagement and Training Coordinator position focuses on the facilitation, upkeep, and training of HUB equipment and programming within the Nishnawbe-Aski Nation communities. In order to meet the obligations, set forth from Spring Board and its funders, this individual will focus on implementing HUB training for all worker within Nishnawbe-Aski Legal Services Corporation under the direction of the Restorative Justice Manger.

This individual will be responsible for maintaining the equipment within the following communities:

Sandy lake, Pikangikum, Big Trout, Moosonee, Attawapiskat, Fort Albany, Kashechewan

The training of any new facilitators and onboarding will be completed by this individual so as to ensure consistency and understanding of the information provided within the programming.

DUTIES AND RESPONSIBILITIES

- As the coordinator this individual is entrusted with ensuring that the equipment within the communities listed are used properly by facilitators and the community.
- Follow up on the frequency of usage for the HUB equipment with facilitators
- Participate in community visitations that help in educating the community members of the current programming, its benefits, and education sessions on certain topics.
- Dispersal of any referrals that come in and following up with the completion of these referrals.
- That all statistical data is being accumulated from workers and sent forward to the Restorative Justice Manager to be included in quarterly reports.
- Participate in visitations to the communities to ensure all equipment under the direction of NALSC workers is running properly and maintained regularly.
- Ensuring that all facilitators with HUB equipment are well versed in the programming.
- Training workers on any new programming that is presented from Spring Board to ensure they are able to grasp the concepts within these programs.
- Travel to communities who do not currently have HUB equipment, but are requesting visits.
- Traveling to Toronto for continued training on new programming.
- Communicating with Restorative Justice Manager on any further training as required
- Assisting in the development of any new curriculums or adding input to current curriculums as Spring Board may allow or require.

Accountability:

The Restorative Justice Community Engagement and Training Coordinator: HUB is responsible to the Restorative Justice Manager for day to day activities and to the Executive Director for overall work performance.

Salary Range:

Salary will be based on experience.

**2019-2020**  
**Nishnawbe-Aski Legal Services Corporation**  
**Restorative Justice Community Engagement and Training Coordinator HUB**

Please select one:  **Workplan** or  **Activity Report**

For the Period: April 1, 2019 to March 31, 2020

**A. Workplan:** Complete columns a, b, c and d. Please include one activity per row. Insert additional rows as required. *Do not complete column e) as part of the workplan submission, as this column is to be completed for the activity report.*

**B. Activity Report:** Retain an electronic copy of the approved Workplan and complete column e) for Activity Report submission. If necessary, please insert rows to reflect any additional achievements in the reporting period.

<b>OBJECTIVE #1: Community Engagement Sessions:</b>				
<b>a. Activity</b>	<b>b. Lead &amp; Resources</b> Who in the organization will lead the activity? Who will lend assistance?	<b>c. Time Frame</b> When will the activity begin and when will it be completed?	<b>d. Indicators of Success</b> positive impacts on community or client/s, e.g. reduced bullying in schools, reduced recidivism (re-offending), community members feel safer, etc.	<b>e. ACTIVITY REPORT-What did you achieve?</b> Please complete this column for the activity report, ensuring there are no blanks. For activities for which there has been no progress, please describe barriers and challenges to completion, future plans to completion, or where applicable, comments to outline why the activity is being abandoned.
Visiting Communities	The Community Engagement Coordinator will lead the activity and the Restorative Justice Manager will support as needed	The activity will take place at least once a month for the fiscal year as funds allow.	The number of completed community visits will be sent to the Restorative Justice Manager quarterly	



Participation in community Presentations	The Community Engagement Coordinator will lead the activity and the Restorative Justice Manager will support as needed	Activities will be completed as is requested by the communities	The number of completed community visits will be sent to the Restorative Justice Manager quarterly	
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**OBJECTIVE # 2: Translation of Resources**

<b>a. Activity</b>	<b>b. Lead &amp; Resources</b> Who in the organization will lead the activity? Who will lend assistance?	<b>c. Time Frame</b> When will the activity begin and when will it be completed?	<b>d) Indicators of Success</b> e.g. # of mediations, family group conferences, healing circles, sentencing circles, or other actions that apply to type of program i.e. RJ, IVP etc. # of participants, impact on community or program?	<b>e) ACTIVITY REPORT-What did you achieve?</b> Please complete this column for the activity report as outlined in the Contribution Agreement (Schedule C- Project Description and Timelines).
Translate HUB resources in to the Oji-Cree, Ojibwe and Cree language.	Our Public Legal Education department, Our HUB facilitators and an outside Translator to translate the program information	Beginning September 2019, to be completed September 2020	By finding someone who is capable of translating the resources it will allow for community members to understand the HUB programming provided within the community.	

**OBJECTIVE # 3: Continued Training**

<b>a. Activity</b>	<b>b. Lead &amp; Resources</b> Who in the organization will lead the activity? Who will lend assistance?	<b>c. Time Frame</b> When will the activity begin and when will it be completed?	<b>d. Indicators of Success</b> e.g. # of mediations, family group conferences, healing circles, sentencing circles, or other actions that apply to type of program # of participants, impact on community or program?	<b>e. ACTIVITY REPORT-What did you achieve?</b> Please complete this column for the activity report as outlined in the Contribution

				Agreement (Schedule C- Project Description and Timelines).
Continued Training for the Restorative Justice Community Engagement and Training Coordinator for all new programming provided by Spring Board	The Coordinator and The Restorative Justice Manager, will focus on ensuring that all program training is up to date.	September 2019 and forward as needed	Understanding all of the training relating to HUB programming, and being able to facilitate the teaching of these programs to team members.	
Continued Training for the restorative justice team on new program sessions relating to HUB	Coordinator, team members within each community and the Restorative Justice Manager	September 2019 and forward as needed	To be able to give our facilitator more education, expertise and support in order for them to share with the communities serviced.	

**OBJECTIVE # 5: (Train the Trainer)**

<b>a. Activity</b>	<b>b. Lead &amp; Resources</b> Who in the organization will lead the activity? Who will lend assistance?	<b>c. Time Frame</b> When will the activity begin and when will it be completed?	<b>d. Indicators of Success</b> e.g. # of mediations, family group conferences, healing circles, sentencing circles, # of participants, impact on community or program?	<b>e. ACTIVITY REPORT-What did you achieve?</b> Please complete this column for the activity report as outlined in the Contribution Agreement (Schedule C- Project Description and Timelines).
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Traveling to Toronto to continue to any new program training.	Coordinator and Spring Board contact will address any training with assistance from Restorative Justice Manager as needed.	September 2019 and forward as follows	Success will be based on the knowledge that has been relayed through Spring Board, the coordinator will have in depth knowledge of the programming provided through HUB
Train facilitators on new programming	Coordinator will be responsible for all training of the facilitators of the program	September 2019 and forward as follows	Success will be based on the knowledge that each facilitator will have on the topic of HUB programming, and their ability to transfer that knowledge onto their clients.

**ACTIVITY REPORT (continued) SUCCESS STORIES**

Please share a success story of how your program has contributed to increasing safety and wellness in your community and/or a story of a client who completed a process (for example victim-offender mediation, family group conference etc.) that your program facilitated where the outcome was successful for both the victim and offender. Please include the following information in your narrative:

- Tell us about the victim and offender – were they adult or youth? Any other important information that might help us understand the situation?
- Where did the referral come from (policy, crown, school etc.)?
- What was the issue that resulted in the referral (source of conflict or charge)?
- What process was used (mediation, family group conference etc.)?
- Who participated in the process?
- What was the outcome? This is where we are very interested to hear about the impact of this success story. What makes it a success story? How did the process affect those involved, including the victim, offender, family, friends, community etc.?
- Any other information that you think is important to include.

**Please remove any personal information that would identify a client. Please check below:**

I agree that success stories may be shared by the Ontario Ministry of the Attorney General or Justice Canada for the purposes of program evaluations, public communications and program renewal.

<b>Success Story #1</b>	
<b>Success Story #2</b>	