

Nishnawbe-Aski Legal Services Corporation

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L'fCLr'Δᓂ

May 1, 2018

Don Sainnawap
c/o 86 S.Cumberland Street
Thunder Bay, ON, P7B 2V3

Mailing Address:

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

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

Email: info@nanlegal.on.ca

Website:

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



Head Office:

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

Re: Salary Increase/Retro Pay for April 1, 2017 to April 13, 2018

Legal Aid Ontario has approved a 2.10% increase to those staff who are employed full time, and under the Legal Aid budget.

NALSC is pleased to inform you that you will be receiving an increase retroactive from April 1, 2017 to April 13, 2018.

You will receive a retro pay of \$987.92 on Payroll #9, and the following payrolls will be adjusted accordingly.

Your base salary was increased from \$45,301.36 to \$46,252.69 per annum.

Sincerely,

Mary Bird,
Area Director

Nishnawbe-Aski Legal Services Corporation

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March 20th, 2017

Don Sainnawap
c/o 86 S.Cumberland Street
Thunder Bay, ON, P7B 2V3

Mailing Address:

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Thunder Bay, Ontario
P7B 2V3

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Head Office:

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

Re: Salary Increase/Retro Pay for April 1, 2016 to March 31, 2017

Legal Aid Ontario has approved a 1.64% increase to those staff who are employed full time, and under the Legal Aid budget,

NALSC is pleased to inform you that you will be receiving an increase retroactive from April 1st, 2016 to March 3rd, 2017.

You will receive a retro pay of \$674.74 on Payroll #6, and the following payrolls will be adjusted accordingly.

Your base salary was increased from \$44,571.02 to \$45,301.98 per annum.

Sincerely,

Celina Reitberger
Celina Reitberger,
Executive Director

Nishnawbe-Aski Legal Services Corporation

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LTCCLT-D?

March 26, 2014

Don Sainnawap
Community Legal Worker
47A Front Street
Sioux Lookout, ON

Dear Don:

RE: Seniority with the Corporation

You began your employment with the corporation in April of 2002. You resigned October 8, 2004 and returned to your position as a Community Legal Worker November 1, 2004. As you resigned and returned, your seniority has been calculated based on the November 2004 date although you have been with the corporation 12 years minus the 23 days.

Using the November 1, 2004 date you will not achieve 10 years until November 2014 and the vacation benefits that flow from 10 years with the corporation. In view of your loyalty and dedication, it has been decided to recognize your seniority as at April 2002 effective April 1, 2014 for the purpose of calculating your vacation benefit of 6 weeks based on your original hire date.

We trust the above meets with your approval.

Yours truly,

Nishnawbe-Aski Legal Services Corporation



Celina Reitberger
Executive Director

c.c. Mary Jean Robinson, Area Director – Legal Aid
Marlene Sabourin, Finance Manager
Kirsten Rasevych, Human Resources Clerk

Mailing Address:

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

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Website
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Head Office:

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

Nishnawbe-Aski Legal Services
Corporation

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December 5, 2005

Mailing Address:

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

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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

Donald Sainnawap
Community Legal Worker

Re: Salary Increase

Legal Aid Ontario has approved a 2% cost of living increase to those staff who are employed full time, and under the Legal Aid budget.

NALSC is pleased to inform you that you will be receiving an increase retroactive to April 1, 2005. You will receive your retro pay on Payroll #25, and the following payrolls will be adjusted accordingly. Your base salary was increased from \$ 37,490.96 to \$ 38,240.77 per annum.

For those of you registered in the flexible accumulated annuity plan, there will be an adjustment as well.

Sincerely

A handwritten signature in black ink, appearing to be "Evelyn J. Baxter".

Evelyn J. Baxter
Executive Director

Cc: personnel file

Date: 02/12/2005
 Time: 01:26 PM

WISHNAWBE-ASKI LEGAL SERVICE
 BOX 23, SITE 6 R.R.#4
 FORT WILLIAM FIRST NATION
 THUNDER BAY, ON P7C4Z2

EMPLOYEE CHEQUE HISTORY REPORT (BASIC)
 Pay Periods 08 to 24 in 2005

dd-mm-yy	Prd	Chq #	Gross	Tax	EI	CPP / QPP	Net
[DONALD] DONALD SAINNAWAP							
21-04-05	08	002419	1441.96	.00	28.12	65.62	1261.71
05-05-05	09	002440	1441.96	.00	28.12	65.62	1638.21
19-05-05	10	002463	1441.96	.00	28.12	65.62	1261.71
02-06-05	11	002486	1441.96	.00	28.12	65.62	1261.71
16-06-05	12	002512	1441.96	.00	28.12	65.62	1261.71
30-06-05	13	002539	1441.96	.00	28.12	65.62	1277.71
14-07-05	14	002566	1441.96	.00	28.12	65.62	1261.71
28-07-05	15	002593	1441.96	.00	28.12	65.62	1261.71
11-08-05	16	002621	1441.96	.00	28.12	65.62	1261.71
25-08-05	17	002649	1441.96	.00	28.12	65.62	1261.71
08-09-05	18	002677	1441.96	.00	28.12	65.62	1690.21
22-09-05	19	002703	1441.96	.00	28.12	65.62	1261.71
06-10-05	20	002729	1441.96	.00	28.12	65.62	1261.71
18-10-05	21	002754	1441.96	.00	28.12	65.62	1261.71
03-11-05	22	002779	1441.96	.00	28.12	65.62	1261.71
17-11-05	23	002805	1441.96	.00	28.12	65.62	1261.71
01-12-05	24	002831	1441.96	.00	28.12	65.62	1261.71
			24513.32	.00	478.04	1115.54	22270.07
Grand Totals			24513.32	.00	478.04	1115.54	22270.07

17 PP

NEW SALARY \$ 38,240.77 ÷ 26 = \$ 1470.79
 OLD SALARY 37,490.96 ÷ 26 = 1441.96
 \$ 28.83 x 26 = 749.58 (2% inc)

PAYROLL # 25 DEC 15th (NEW SALARY) \$ 1470.79
 RETRO 17 PP x \$ 28.83 = \$ 490.11
\$ 1960.90

SALARY TO DATE \$ 24,513.32
 PAYROLL # 25 1,960.90
 PP Remaining 11,766.32
 8 x \$ 1470.79 = \$ 38,240.54
 23¢ DIFF

OFFICE Use Only

APPROVED FOR PAYMENT

 Initial Date
 DEC 02 2005



NISHNAWBE-ASKI LEGAL SERVICES
COMMUNITY LEGAL WORKER

JOB DESCRIPTION

DESCRIPTION:

The Community Legal Worker is the first contact clients of NALSC have with the services of the corporation, Legal Aid Ontario and the courts. CLWs are responsible for assisting clients, counsel, NALSC staff and other parties with advance and court days, referrals, diversions, PLE, legal aid applications, and for acting as ambassadors for NALSC.

DUTIES/RESPONSIBILITIES:

Pursuant to the Personnel Policies and Procedures and under the supervision of the Area Director and the Legal Aid Coordinator, duties and responsibilities of Community Legal Workers include:

1. Being available for work in the office during regular business hours, in the communities as required during advance, court and clinic days, and to be on call at other times for emergencies only;
2. As a Commissioner for taking Affidavits, perform all the functions of that office in relation to the fulfillment of the Corporation's mandate;
3. Assist community members by:
 - taking Legal Aid applications in person in a community and by telephone from remote communities when in the office;
 - assisting community members to seek legal counsel;
 - assisting community members in the completion of routine forms and providing information and referrals;
 - referring legal advice and brief service requests to staff lawyers, duty counsel and, in an emergency, to a director;
 - following up on applications to ensure all necessary documentation and information has been submitted;
 - assisting clients in dealings with justice personnel (eg. probation officers, police officers);
4. Be available in the community on advance and court days to assist legal counsel, duty counsel, community members, Restorative Justice Workers, and Victim/Witness Advocate;

5. Ensure transportation is available to and from the airport in the communities for Court party on advance and court days and arrange for office space for duty counsel/legal counsel on advance days;
6. Ensure community members are aware that duty counsel is available to provide advice to community members and arrange for radio time for duty counsel on advance days;
7. Keep Chief and Council informed regarding:
 - the status of cases
 - the location of clients
 - the times and locations of advance days and court dates;
 - the time, location and topics for clinic days
8. Follow instructions of the Area Director with regard to assisting defence counsel in the preparation of court cases;
9. Assist defence/legal counsel and duty counsel in the preparation of cases by:
 - translating/interpreting, or arranging interpreters when required
 - arranging meetings with relevant personnel;
 - assisting with the interviewing of witnesses,
 - maintaining an ongoing record of the status of cases;
 - explaining any aspect of the case to help members understand the proceedings;
 - carrying out all reasonable requests to assist in handling of cases;
10. Assist communities and Restorative Justice Workers in the development of Justice Committees;
11. Assist defence counsel, duty counsel, Restorative Justice Workers and Justice Committee members in identifying potential community diversions; inform Restorative Justice Workers and complete a referral when a matter is diverted; assist with preparations for Restorative Justice circles and ensure that reports are or have been provided to the defence and the offender;
12. Assist the Public Legal Education Coordinator:
 - in developing and delivering PLE programs in the communities,
 - serve as a continual conduit of information to and from NALSC to ensure the Corporation fulfils its mandate,
 - assisting assigned communities in any reasonable way to better understand and deal with the Euro-Canadian legal system;
13. Refer victims to the Victim Witness Advocate for assistance;
14. Participate in all relevant training workshops provided by or through the

Corporation;

15. File with the Area Director, once a month on a prescribed form, a report of all the work done and any problems encountered in that month;
16. File with the Legal Aid Coordinator, on a prescribed form, a report setting out of all courts within seven days of the court sitting;
17. Report verbally or in writing to the Area Director and Executive Director when required.
18. Perform other related duties when and as required by the Area Director, the Executive Director and the Legal Aid Coordinator, or their designates, in keeping with the furtherance of the goals and mandate of the Corporation.

ACCOUNTABILITY:

The CLWs are directly responsible to the Area Director and Legal Aid Coordinator for day to day activities and duties and are responsible to the Executive Director for overall work performance.

On a routine basis the CLW reports to the Legal Aid Coordinator for the following:

- Day to day work schedule;
- Completion of legal aid applications and supporting documentation;
- Court proceedings reports.

QUALIFICATIONS:

Highschool Diploma and some previous education or training in a law related field. Ability to speak Ojibway, Cree or Oji-Cree a definite asset.

SALARY RANGE:

\$30,000 - \$55,000 per year based on a full time employee. This is a full time non-managerial position.

Updated June 2004

Nishnawbe-Aski Legal Services
Corporation

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October 28, 2004

By Fax: 1 (807) 773-2633

Mr. Don Sainnawap
PO Box 1531
Sioux Lookout, ON P8T 1C3

Dear Sir:

Re: Community Legal Worker – Shibogama Communities

We are pleased to offer you employment as Community Legal Worker for the Shibogama communities commencing November 1, 2004.

Your salary and benefits will be those set out in the enclosed Offer of Employment. Your salary is based on your experience however, all other benefits, terms and conditions will be those of a new employee as set out in the NALSC Personnel Policy and Procedures Manual including a probationary period. Please review the Manual to ensure that you are familiar with these conditions.

You must contact Suzanne Withenshaw, Finance Manager to complete the necessary employment forms.

Kindly sign the enclosed offer of employment indicating your acceptance and forward this by return fax together with a letter confirming your commitment to NALSC and your intention to remain in this position.

We look forward to your return and are confident that you will again make a significant contribution to our organization.

Yours very truly,



MARY JEAN ROBINSON
Area Director

cc. Evelyn Baxter, Executive Director
Suzanne Withenshaw, Finance Manager

Mailing Address:

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

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Head Office:

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

Job Offer Attachment

Pay and Benefit Outline For:

DON SAINNAWAP

Full Time Community Legal Worker - Shibogama

PAY

Your bi-weekly rate of pay will be\$1,413.69.
The effective date will beNovember 1, 2004.
Your pay period will bebi-weekly.
You will receive your first pay onNovember 18, 2004.

JOB CATEGORY

Your job title isCommunity Legal Worker.
Your category of employment isFull-Time.
Your hours of work per week will be35 hours.
You will be located.....in Sioux Lookout with extensive travel to the Shibogama communities.

PROBATIONARY PERIOD

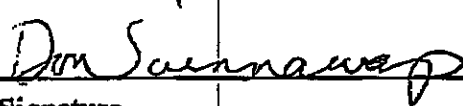
Our company policy requires new employees to complete a probationary period. This allows both our office and the new employee to assess the employment decision prior to making a long-term commitment. During the probationary period, performance evaluations will take place. If and when the employee passes the probationary period, seniority will be calculated from the original date of employment. Further information on probationary policies is available in the Nishnawbe-Aski Legal Services Corporation Personnel Policies and Procedures Manual.

Your probationary period will be3 months.
Your probationary period will commence.....November 1, 2004.

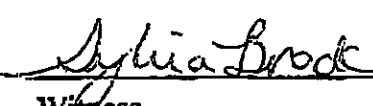
TERMS AND CONDITIONS

As set out in the Personnel Policies and Procedures Manual, including benefits, vacation and holidays.

I, DON SAINNAWAP, accept this offer of employment dated this 28th day of
October, 2004 at Sioux Lookout, Ontario.



Signature



Witness

Job Offer Attachment

Pay and Benefit Outline For:

DON SAINNAWAP

Full Time Community Legal Worker - Shibogama

PAY

Your bi-weekly rate of pay will be\$1,413.69.
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Your probationary period will be3 months.
Your probationary period will commenceNovember 1, 2004.

TERMS AND CONDITIONS

As set out in the Personnel Policies and Procedures Manual, including benefits, vacation and holidays.

I, DON SAINNAWAP, accept this offer of employment dated this 28th day of
October, 2004 at Sioux Lookout, Ontario.

Signature

Witness

Nishnawbe-Aski Legal Services Corporation

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April 3, 2002

Don Sainnawap
Shibogama First Nations Council
PO Box 449
Sioux Lookout, ON P8T 1A5

Dear Mr. Sainnawap,

On behalf of Nishnawbe-Aski Legal Services Corporation, I would like to congratulate you on your selection for the position of Community Legal Worker for the Shibogama communities of Kasabonika Lake, Kingfisher Lake, Wapekeka, Wawakapewin and Wunnumin Lake, commencing April 2, 2002.

This offer of employment is tentative, contingent upon the approval of the Board of Directors. Their decision regarding this offer of employment is expected by May 2002.

As you know, you will be located in Sioux Lookout and your office location will be at Shibogama First Nations Council until space becomes available at the Legal Aid office. We estimate that this should be available by June.

Your starting salary, benefits and vacation will be those set out in the attached outline. I am also including, for your information, a copy of the job description for this position that sets out your major responsibilities.

Please note that there is a probationary period of six months during which time your job performance will be regularly reviewed.

We are confident you will make a significant contribution to our organization and look forward to working with you.

Yours very truly,
NISHNAWBE-ASKI LEGAL SERVICES CORPORATION


Mary Robinson,
Area Director 48

cc. Suzanne Withenshaw, Business Manager
Board of Directors, NALSC

Mailing Address:

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

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Website:
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Head Office:

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Nishnawbe-Aski Legal Services Corporation

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JOB DESCRIPTION Community Legal Worker (Revised June 2001)

Under the supervision of the Area Director/Executive Director:

- ▶ To be available in the community whenever the court is there;
- ▶ To participate in all relevant training workshops which are provided by or through the Corporation;
- ▶ To be available for work in the community during regular work hours and to be on call at other times for emergencies only;
- ▶ To follow the instructions of the Executive Director with regard to assisting in the preparation of court cases;
- ▶ To represent clients before courts and tribunals pursuant to guidelines established by the Staff Lawyer and/or Executive Director;
- ▶ To assist the PLE Co-ordinator in developing and delivering PLE programs in the community;
- ▶ To serve as a continual conduit of information to and from the Corporation in order to enable it to best fulfil its mandate;
- ▶ To file with the Executive Director once a month, on a prescribed form, a report or all work done and of any problems encountered in that month;
- ▶ To report verbally or in writing to the Executive Director, PLE Co-ordinator, or Board when required;
- ▶ To provide a written report once a year to the Board with regard to the worker's activities and important community justice issues in the past year;
- ▶ To assist the community in any reasonable way to better understand and deal with the non-native legal system;
- ▶ To assist in the development of community based justice programs;

Mailing Address:

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

Tel: (807) 622-1413

Fax: (807) 622-3024

Toll-Free: 1-800-465-5581

E-mail: nalsaski@baynet.net

Website:

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



Head Office:

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

- ▶ To take applications for Legal Aid and to contact counsel upon request;
- ▶ To become a Commissioner of taking Affidavits and to perform all of the functions of that office in relation to the fulfilment of the Corporation's mandate;
- ▶ To assist defence counsel and duty counsel in the preparation of cases by:
 - translating/interpreting when required. This requirement does not include providing these services for the court or any other justice personnel;
 - arranging meetings with relevant personnel;
 - obtaining documents from clients when required;
 - interviewing witnesses;
 - communicating with persons with whom it would be appropriate regarding the status of client's cases;
 - explaining to appropriate persons when necessary any aspect of a case in order to help them understand the proceedings regarding the case;
 - to do all other things which are reasonable to assist all relevant parties in the handling of cases;
 - to assist in the coordination of court circuits as directed by the Executive Director;
- ▶ To assist clients in dealings with justice personnel (police/probation officers etc.);
- ▶ To inform Chief and Council when appropriate of:
 - the status of cases;
 - the location of clients;
 - times and locations of court dates and advance days;
 - any other appropriate aspect of cases.
- ▶ To assist clients in dealings with justice personnel (police/probation officers etc.);
- ▶ To identify community diversions;
- ▶ To liaise with Crown regarding cases to be referred to Community Accountability Conferencing (CAC);
- ▶ To meet with Chief and Council and the Justice Committee;
- ▶ To assist the Restorative Justice Worker (RJW) in preparation of participations for CAC;
- ▶ To assist communities in formation of Justice Committees;
- ▶ To perform actual CACs limited to Class I & II offences.

Job Offer Attachment

Pay and Benefit Outline for:

DON SAINNAWAP

PAY

Your rate of pay will be \$36,000.00.
The effective date will be April 2, 2002.
Your pay period will be bi-weekly.
You will receive your first pay on April 11, 2002.

JOB CATEGORY

Your category of employment is full-time.
Your hours per week will be 9:00 a.m. to 5:00 p.m.

PROBATIONARY PERIOD

Our company policy requires new employees to complete a probationary period. This allows both our office and the new employee to assess the employment decision prior to making a long-term commitment. During the probationary period, ongoing performance evaluations will take place. If and when the employee passes the probationary period, seniority will be calculated from the original date of employment. Further information on probationary policies are available in the Nishnawbe-Aski Legal Services Corporation Personnel Policies and Procedures Manual.

Your probationary period will be 6 months.
Your probationary period will commence April 2, 2002.

PAID VACATION AND HOLIDAYS

After completing 6 months you will be eligible for a paid vacation for 1 week. Additionally, you will be eligible for 12 paid statutory and other holidays as outlined in the Nishnawbe-Aski Legal Services Corporation Personnel Policies and Procedures Manual.

BENEFITS

You will be eligible for the following benefits: life insurance, extended health insurance, short-term disability and long-term disability as outlined in the Personnel Policies and Procedures Manual.

*Note: This form is based on current policy and may change periodically.

Nishnawbe-Aski Legal Services Corporation

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January 25, 2002

Luc McKay, Executive Director
Shibogama First Nations Council
P. O. Box 449, 81 King Street
Sioux Lookout, On P8T 1A5

Head Office:

Tel: (807) 622-1413
Fax: (807) 622-3024
Toll-Free: 1-800-465-5581

Site 6, Box 23,
R.R. #4
Mission Road
Fort William
Indian Reserve
Thunder Bay, Ontario
P7C 4Z2

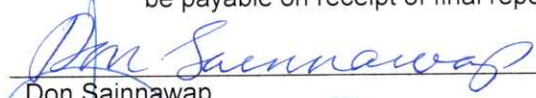
E-mail: nalsaski@baynet.net
Website:
Http://www.nanlegal.on.ca

Dear Luc:

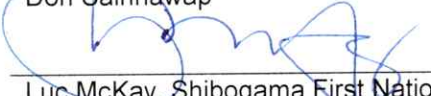
Re: Don Sainnawap

This letter will constitute the agreement between Nishnawbe-aski Legal Services Corporation, Shibogama Tribal Council and Don Sainnawap, with respect to the employ of Don Sainnawap as a part time Community Legal Worker for the member communities of Shibogama Tribal Council.


1. Employment shall commence January 28th, 2002 and terminate March 31st, 2002;
2. Don Sainnawap will visit each Shibogama community at least once between now and the termination date for a total of five (5) visits, as well as, attend court in Wunnumin Lake, February 12th and 13th, 2002;
3. Nishnawbe-aski Legal Services Corporation shall pay to the Shibogama Tribal Council in two (2) equal payments of ~~1787.50~~ to cover Don Sainnawap's wages and related expenses (as per Schedule 'A');
4. Don Sainnawap shall spend 50% of his time on Legal Aid related duties. (See job description). He will file an activity report for activities to end of February on or before March 07th, 2002 and an activity report for March on or before April 07th, 2002;
5. This agreement is subject to renewal until Nishnawbe-aski Legal Services Corporation fills the position full time; and
6. Nishnawbe-aski Legal Services Corporation will holdback 10% which will be payable on receipt of final report.


Don Sainnawap


Date


Luc McKay, Shibogama First Nation Council


Date


Celina Reitberger, Nishnawbe-aski Legal Services


Date

I trust that the above represents our previous discussions and ask that you and Don Sainnawap sign the three (3) original copies and return one to the Corporation (NALS).

Yours very truly,

Celina M. Reitberger

Suzanne - we need to discuss
OK I will call!

Shibogama First Nations Council

P.O. BOX 449
SIOUX LOOKOUT, ONTARIO
P8T 1A5
PHONE: 807-737-2662

EXECUTIVE DIRECTOR
RECEPTION
TECHNICAL UNIT
HEALTH DEPARTMENT

FAX 807-737-4226
FAX 807-737-1583
FAX 807-737-4823
FAX 807-737-4099

HEAD OFFICE
WUNNUMIN FIRST NATION
GENERAL DELIVERY
WUNNUMIN LAKE, ONTARIO
POV 2Z0
807-442-2559

January 22, 2002

NAN Legal Services

Attention: Selena Wrightburger

RE: Budget for Don Sainnawap

	One Month	Three Months	
Salary	\$1,297.00	\$3,891.00	
Benefits	\$78.00	\$234.00	
Total Salary & Benefits	\$1,375.00	\$4,125.00	1375
Phone/Fax	\$200.00	\$600.00	
Travel (One trip)	1250.00	\$800.00	2500
Total Overhead	\$200.00	\$1,400.00	1250
			1875.00
Subtotal	\$1,575.00	\$4,725.00	
Adm Fees (10%) <i>10%</i>	\$157.50	\$472.50	
Total	\$1,732.50	\$5,197.50	<u>1732.50</u>

Please contact me at 807-737-2662 if you have any concerns.

Doreen Gordon
SFNC

or 807-626-2350 cell #
or doreeng@shibogama.on.ca

10% HOWBACK

Called + left voice mail
10:45 am

will pay actual phone + fax ← 1225

*Suzanne
F.Y. 1*



Nishnawbe-Aski Legal Services Corporation

Community Legal Worker

Phone: 807-737-5201

Toll free: 1- 877-851-1108

Fax: 807-737-7297

To: Mary Jean Robinson

From: Don Sainnawap

Att:

Pages *2*

Fax:

Date: Mar 11, 2005

Re:

Urgent For Review Please Comment Please Reply Mail Copy to Follow

• **Comments:** Here's the letter addressed to me dated Nov 29/04

Thank you.

=====
CONFIDENTIALITY NOTE: This transmission is intended only for the addressee and may contain legally privileged or confidential information. Any unauthorized disclosure is strictly prohibited. If you receive this in error, please call us immediately and destroy it without making a copy. Thank you.
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Nishnawbe-Aski Legal Services Corporation

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L "rCL r'Δ"

Date: November 29, 2004

To: Donald Sainnawap
Community Legal Worker

From: Suzanne Withenshaw
Finance Manager

Cc: Evelyn Baxter
Executive Director

Re: Salary Increases

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

.....
Legal Aid Ontario has advised Nishnawbe-Aski Legal Services Corporation of a two percent salary increase to all staff who are under the umbrella of LAO.

Your probation will be completed on February 1, 2005. After your evaluation, and if it is satisfactory, you will receive the 2% increase in salary retro to November 1, 2004.

If you have any questions, please contact me.

Evelyn

This is my fault. Mary Jean indicated that it should have been after 1 whole yr. I informed her differently.

Suzanne

From: Mary Jean Robinson (NISHN AO) [robinsmj@lao.on.ca]
Sent: 10 March 2005 17:08
To: dsainnawap@nanlegal.on.ca
Cc: swithenshaw@nanlegal.on.ca; Evelyn J. Baxter (E-mail)
Subject: Completion of Probation

Hi Don:

I am responding to your email to Suzanne. The successful completion of your probation and evaluation does not entitle you to a salary increase. I have reviewed the employment contract and it simply states that on successful completion of the probation period, your seniority would be retroactive to the date of employment. I am not aware of a letter dated November 29, 2004. If this changes something in the employment contract I will be happy to discuss this with you.

Mary Jean

TRANSMISSION REPORT

PAGE : 001
TIME : SEP-28-04 14:08
TEL NUMBER1: 807 622 3024
TEL NUMBER2:
NAME : NISHNAWBE ASKI LEGAL SERVICES CORP

<u>NBR.</u>	<u>FILE NBR</u>	<u>DATE</u>	<u>TIME</u>	<u>DURATION</u>	<u>PGS</u>	<u>TO</u>	<u>DEPT NBR</u>	<u>ACCOUNT</u>	<u>MODE</u>	<u>STATUS</u>
814	693	SEP-28	11:24	00/59	002	18077377297			G3 501	OK

September 27, 2004

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

Dear Ms. Robinson

The purpose of this letter is to inform you of my resignation from my current position as Community Legal Worker with Nishnawbe-Aski Legal Services. I have been offered and have accepted another position in Sioux Lookout. My last day of work will be October 8, 2004.

I want to thank you for the two years that I have worked under your supervision at Nishnawbe-Aski Legal Services.

Sincerely,


Don Sainnawap

Nishnawbe-Aski Legal Services
Corporation

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L "NCL ᓄᓂᓇᑕ

September 28, 2004

VIA FACSIMILE (807) 737-7297

Mailing Address:

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

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

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



Head Office:

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

Don Sainnawap
Community Legal Worker
c/o Legal Aid Ontario – Sioux Lookout
P.O. Box 187
Sioux Lookout, ON P8T 1A3

Dear Don:

I am in receipt of your letter of resignation dated September 27, 2004. It is with reluctance that I accept the letter. I confirm that your last day of work will be October 8, 2004.

Your record of employment will be sent to you, and any moneys owing to you will be paid to you on your last pay. Please ensure that you return any property owned by NALSC on your last day, including your copy of the Personnel Manual.

I wish you well in your future endeavours. Thank you for your service and dedication to NALSC as a Community Legal Worker.

Sincerely,

Evelyn J. Baxter
Executive Director

c.c. Mary Jean Robinson, Area Director
Suzanne Withenshaw, Finance Manager

Mary Jean Robinson (NISHN AO)

From: Mary Jean Robinson (NISHN AO)
Sent: Thursday, January 24, 2013 1:29 PM
To: Lee Brown (lbrown@nanlegal.on.ca)
Cc: creitberger@nanlegal.on.ca
Subject: FW: 50/50 spilt

This is pursuant to an offer to Don approved by Celina and myself. Please implement.
Mary Jean

From: Don Sainnawap [mailto:dsainnawap@nanlegal.on.ca]
Sent: Thursday, January 24, 2013 12:26 PM
To: Mary Jean Robinson (NISHN AO)
Subject: 50/50 spilt

Hi Mary,

This is to let you know that since I don't have any vacation time left for this fiscal year, I have considered your offer of 50% paid leave and 50% without pay while my wife is going through tests to determine if she qualifies for a liver transplant and I accept your offer. I understand this offer is only until the end of March 2013 as I will be entitled to vacation leave with pay beginning April 1/13.

Thanks,

Don Sainnawap

Nishnawbe-Aski Legal Services Corporation
47A Front Street, P.O.Box 187
Sioux Lookout, Ontario P8T 1A3
Tel: 807-737-5201
Fax: 807-737-7297
1-877-851-1108

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Merci

To: Mary Jean Robinson

Fr: Don Sainnawap

Date: October 29, 2004

Rc: Job offer

First of all, I want to thank the management of NALSC for giving me the opportunity to work for NALSC again.

I also want to confirm my commitment to NALSC and that I intend to remain in this position for as long as I can.

As per our discussion, I will be back at work on November 1, 2004.

Suzanne

From: Don Sainnawap [dsainnawap@nanlegal.on.ca]
Sent: 10 March 2005 14:06
To: swithenshaw@nanlegal.on.ca

Hello Suzanne,

As you aware, my probation was over on Feb 1/05 and evaluation was completed on Mar 1/05 , so according to your letter dated Nov 29/04, I am entitled to receive salary retro to Nov 1/04. I'm just wondering when am I going to get the 2% salary increase as per your letter.

Don

Suzanne

To: don sainnawap
Cc: mary jean robinson; evelyn baxter
Subject: RE:

at the moment, unless u have changed your bank acct., i will not require any paper signing. Unfortunately i can not release a one wk's payroll advance. i have faxed radio shack a p.o. to cover the purchase of a phone. welcome back. suzanne

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

From: don sainnawap [mailto:nls_clw@yahoo.ca]
Sent: 02 November 2004 11:59
To: swithenshaw@nanlegal.on.ca
Subject:

Mary Robinson had told me to contact you to sign forms. I'm just wondering when is a good time to get a hold of you.

I don't have a phone in my office so you're going to have to get a hold of me through Jacob or leave a message with Sylvia and I'll call you back.

I also wanted to know if I can be paid for this week as well. I realize I'm suppose to wait until Nov 18 to get my first pay day.

Don

Do you Yahoo!?

Check out the new Yahoo! Front Page. www.yahoo.com

To: Mary Jean Robinson

Fr: Don Sainnawap

Date: October 29, 2004

Re: Job offer

First of all, I want to thank the management of NALSC for giving me the opportunity to work for NALSC again.

I also want to confirm my commitment to NALSC and that I intend to remain in this position for as long as I can.

As per our discussion, I will be back at work on November 1, 2004.

Don Sainnawap
P.O. Box 1531
Sioux Lookout, Ontario
P8T 1C3
(807) 737- 3592

October 28, 2004

Mary Jean Robinson
Nishnawbe-Aski Legal Services
Thunder Bay, Ontario

Dear Ms. Robinson.


I am reapplying for the position of community Legal Worker .

As you aware I have worked as Community Legal Worker for NLSC for two years. I believe my previous experience as an Community Legal Worker I have the qualifications for the advertised position.

I consider myself reliable , responsible, and efficient person who can work well with others . I can also work both independently and as a team player.
I am prepared to start work on November 1, 2004.

I can be reached at 807.737.3592 or 737- 9512 if you require more information. I look forward to hearing from you.

Sincerely,


Don Sainnawap

Don Sainnawap
P.O. Box 1531
Sioux Lookout, Ontario
P8T 1C3
(807) 737-3592

EMPLOYMENT:

April 2002 - present 2004
Community Legal Worker
Nishnawbe-Aski Legal Services

Under the supervision of Area Director:

Duties: to be available in the community whenever the court is there.

- to take applications for legal aid and contact counsel upon request.
- to assist defense counsel and duty counsel in the preparation of cases by :
translating when required.
arranging meetings with relevant personnel
obtaining documents from clients when required.
communicating with persons with whom it would be appropriate regarding the status of client's cases.
- to do all other things which are reasonable to assist all relevant parties in the handling of cases.
- to assist clients in dealing with justice personnel
- to inform Chief and Council of the status of cases , times and locations of court dates and advance days.
- to identify community diversions.
- to assist crown regarding cases to be referred to community accountability conferencing.
- to file a monthly report to area director on all work done and of any problems encountered in the month.
other duties as required by supervisor

January 1994 - March 2002
Outreach Worker
Shibogama First Nations Council

Under the supervision of Director of Operations:

Duties: informed the residents in the members communities of employment opportunities.

- provided information and assistance on how to access Employment Insurance Benefits.
- compiled and maintained a list of people available for full-time and part-time jobs.
- referred clients for employment interviews.
- assisted member communities in identifying and developing job creation and skills training programs.
- provided assistance in application for a Change of Name, Employment Insurance Benefits, Social Insurance Number, Amendment to Social Insurance Numbers, Indian Status Certificates, Delayed Registration of Birth, Birth Certificates, Marriage Certificates, Canada Pension Benefits, Child Tax Benefits, Band Transfers, Affidavits as needed.
- provided advocacy between members and appropriate resources when needed, i.e. elderly and Canada Pension.
- provided translation services for members who do not speak or write English.
- provided information to the Chief and Council and members on any policy changes regarding Employment Insurance Benefits and other HRDC amendments.
Developed a working relationship with member communities and other organizations.
- performed other duties as requested by Shibogama First Nations Council and member communities.

**November 1995 - April 1996
Sioux Lookout First Nations Health Authority
Casual Driver**

**Under the supervision of the Patient Transportation Manager:
DUTIES:**

Ensured that all incoming patients and escorts are picked up at the airport or point of arrival.
Reviewed and checked for times of arrival of patients and escorts.
Made sure all patients receive food and accommodations as required.
Ensured all transportation forms are filled out properly i.e. name of patient, band number, reason for travel etc.
Reviewed patient information and updates with Patient Transportation Coordinator.
Document all activities as required in the Log Book. (problems or concerns of patients)
Maintained and cleaned medical vehicle, kept log book on gasoline fill-ups, oil changes, reported any mechanical problems.

TRAINING/OTHER EXPERIENCES:

**2002 - 2004
Various training sessions sponsored by Nishnawbe-Aski Legal Services**

**2002
Training session by Legal Aid Ontario Staff Lawyer - Andreas Asmus**

**1997 & 1998 , 2001
Office of the Registrar General
Provincial Vital Statistics Workshop
Thunder Bay**

**1996 & 1999
Indian Registration and Entitlement Workshop
Indian and Northern Affairs Canada**

**1994-2001
Attended various training workshops sponsored by SLAMMB and HRDC**

**1990 - 1993
Northern Bible College - 3 year program
Ministerial Diploma in Theology
Sioux Lookout, Ont.**

**Hobbies/Interests:
Reading, Fishing, Camping, Music.
Travelling to new places.**

Suzanne

From: Heather Baillie (NISHN AO) [baillht@lao.on.ca]
Sent: 08 October 2004 15:32
To: Mary Jean Robinson (NISHN AO)
Cc: Evelyn Baxter (NISHN AO); Suzanne Withenshaw (NISHN AO)

Gideon Kakepetum called this p.m. (Friday) to let us know Sylvia Brock has Don Sainnawaps office keys and also the key to the cabinet where Don's computer is locked up.

Heather.

Nishnawbe-Aski Legal Services
Corporation

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L"RCL ᐸᐸᐸ

FAX COVER SHEET

DATE: July 15, 2002 FAX NO: 737 8188

NAME: GAIL HEISKANEN

FIRM: CIBC S Lookout

CITY: _____

FROM: SUZANNE WITHEINAW

MESSAGE: CLIENT: Don SAINNAWAP

POSITION: Community Legal Worker

DATE OF HIRE: April 2, 2002 F/T

SALARY: \$ 36,000.00 Per Annum

We are transmitting the following 1 pages (including this cover letter).
If you do not receive all the pages, please call back as soon as possible.

Telephone number: 807-622-1413

Fax number: 807-622-3024

CONTACT: _____

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Mailing Address:

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

Tel: (807) 622-1413
Fax: (807) 622-3024
Toll-Free: 1-800-465-5581

E-mail: nalsaski@baynet.net
Website:
Http://www.nanlegal.on.ca



Head Office:

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

Fax Cover Sheet

Community Legal Worker
81 King Street, P.O. Box 449
Sioux Lookout, Ontario, P8T 1A5
Phone : (807) 737-2662 - Toll free 1-866-877-6057
Fax : (807) 737-1583

Send to: Nishnawbe-aski legal Services	From: Don Sainnawap
Attention: Suzanne	Date: July 11/02
Office Location: Thunder Bay	Office Location: Sioux Lookout
Fax Number: 807.622.3024	Phone Number: 737.2662 ext.261

- Urgent
- Reply ASAP
- Please comment
- Please Review
- For your information

Total pages, including cover: _____

Comments:

Hi Suzanne.

CIBC at Sioux Lookout just called me and they want to know if you can fax my employment verification to them asap.
Please fax to Gail Helskanen and her fax # is 807.737.8188 . Her direct line is 737.2331 ext.228
Thank You.