

Nishnawbe-Aski Legal Services Corporation

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L "rCLr.Δᓄ

April 9, 2021

Doreen Stone
Senior Legal Aid Assessment Officer
C/o Nishnawbe-Aski Legal Services Corporation
Thunder Bay, ON
P7E2R6

Private and Confidential

Dear Doreen:

We are please to advise you that after reviewing your current duties you have been approved to receive a salary increase of **\$4,380**. Your new annual salary will be **\$60,000** effective April 1, 2021.

You will also receive a temporary salary increase of **\$6,750** as per NALSC policy for assuming additional duties to support the Legal Aid Coordinator while they assume the additional duties of the Manager of Legal Services. These additional duties are outlined in your Senior Legal Aid Assessment Officer job description (attached) and are effective April 1, 2021.

Once the Legal Aid Coordinator returns to their original duties, you will resume your regular duties as outlined in your job description and your annual salary will be adjusted to **\$60,000**.

Doreen, thank you for all your hard work and additional support. If you have any questions, please contact your manager to discuss.

Thanks,



Colette Shwetz
HR Manager

Cc: Finance Department

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



Head Office:

138-B Mission Rd, Fort William
First Nation, ON P7J 1K7



Nishnawbe-Aski Legal Services Corporation

SENIOR LEGAL AID ASSESSMENT OFFICER

Job Description

Title: Senior Assessment Officer

Dept.: NALSC Legal Aid

Reports to: LA Coordinator/Director
of Legal Services

JD #: LAO 0003

REVIEWED: April 01, 2021

Approved: April 01, 2021

Summary

The position reports to Legal Aid Coordinator and Manager of Legal Services and is responsible for processing and interviewing applicants that require the services of legal aid to determine financial and legal eligibility for legal aid certificates or referrals to other services. The position will coordinate the scheduling of duty counsel and summary advice lawyer in Nishnawbe-Aski Nation.

Core Competencies:

- Well-developed written and verbal communications skills for dealing with clients, legal profession and other agencies
- Utilize sound judgement for dealing and interviewing vulnerable clients
- Maintain knowledge of LAO policies, Criminal Code of Canada, Family Law Act and Child, Youth and Family Services Act.
- Possess sound knowledge of the PeopleSoft and Microsoft Office
- Knowledge and experience with Indigenous Peoples culture
- Ability to speak Ojibway, Cree or Oji-Cree an asset.

Job Duties

Pursuant to the Personnel Policies and Procedures and under the supervision of the Manager of Legal Services and the Legal Aid Coordinator, duties and responsibilities include:

- Determine applicant's legal and financial eligibility for legal aid, following guidelines set out by Legal Aid Ontario procedures manual
- Making entitlement decisions to issue legal aid certificates based on applicants financial and legal eligibility
- Entering, accessing client information and documenting information on PeopleSoft
- Authorize amendments to legal aid certificates as per LAO policy and guidelines
- Prepare contribution agreements and refusals based on financial eligibility.
- Preparing appeals to area committee
- Coordinating advance day courts, audio or in person

- Scheduling advice lawyer, duty counsel, and coordinating northern court charters
- Gather client and case information for change of solicitor requests for LA Coordinator or Manager of Legal Services .
- Assist clients by telephone, video and walk in by taking legal aid applications or referrals to other NALSC programs or external agencies
- Respond to high volume telephone and email inquiries from members of the legal profession and the public to provide information regarding area processes, procedures and Legal Aid decisions in a courteous manner
- Clarify status of specific legal aid files, in response to telephone inquiries from clients and lawyers in a courteous manner.
- Liaise with internal departments, external agencies and NAN communities
- Maintain updated lawyer's list and community resource contact information
- Other related duties as required.

CASE MANAGEMENT:

- Understanding of NALSC policies and procedures and the services the corporation provides
- Knowledge of LAO's policy and procedures, financial and legal eligibility guidelines to determine granting legal aid certificates
- Prepare monthly northern duty counsel and summary advice calendars for distribution to staff, court personnel and other agencies.
- Provide direction and guidance to Assessment Officers
- Coordinate with CLW's court attendance schedule
- Respond to inquiries from members of the legal profession and the public to provide information regarding area office processes, procedures and Legal aid decisions
- Attention to detail and ability to manage multiple tasks daily
- Perform other duties as required.

Requirements

- Knowledge of NALSC programs
- Excellent interpersonal and communications skills and sound judgement for dealing with client and lawyers.
- Understanding of LAO financial and eligibility criteria in determining the issuance of certificates
- Knowledge of Microsoft Office
- Organizations skills and ability to multi task under pressure
- Knowledge of and experience with Indigenous Peoples culture as asset

Reporting

- The Assessment Officer is responsible to the Legal Aid Coordinator and Manager of Legal Services for overall work performance.

Meetings, Training and Outreach

- Attend all meetings, telephone and video conferences, committees, as directed.
- Attend professional development, training, workshops, education, as directed.
- Develop positive relationships with justice providers, defense counsel, police authorities, community leadership, duty counsel, crown attorneys, probation, parole and more. Keep program coordinator, supervisor, manager, or director apprised.

File maintenance

- Ensure all paper and electronic files are maintained up-to-date.
- Follow directives, guidelines, and policies for records management and file keeping policies.

Additional Duties and Responsibilities

- Complete all additional responsibilities and duties as assigned.
- Other duties as assigned.
- **Supervise Assessment Officers**
- **Provide administrative support for the Legal Aid Coordinator**

SALARY RANGE

Pursuant to salary wage grid.

April 17, 2001

*Celina Reitberger
Restorative Justice Coordinator
Nishnawbe-Aski Legal Services Corp.
86 S. Cumberland Street
Thunder Bay, ON P7B 2V3*

Dear Celina,

I am at this time submitting my letter of resignation for the position of the Restorative Justice Coordinator Assistant, effective April 27, 2001.

After thorough consideration, I have accepted a position at Nishnawbe-Aski Nation. This position offers me a greater opportunity for advancement and personal growth.

I would like to thank you for the opportunity to work with you and Nishnawbe-Aski Legal Services. I have greatly enjoyed my time with this organization and will surely miss you all.

If you wish to discuss this matter with me, I would be happy to meet with you.

Respectfully,


Doreen Stone

*c.c. Sandra Bair, Director
Suzanne Withenshaw, Business Manager*

195 N. Rockwood Avenue
Thunder Bay, Ontario
P7A 6A7

Lee Brown

From: Doreen Stone (NISHN AO) <stonedf@lao.on.ca>
Sent: Thursday, January 24, 2013 11:41 AM
To: 'Lee Brown'
Subject: Updated mailing address for me
Importance: High

Update
Address


Hi Lee,

My new address is 511 McMaster Street, Thunder Bay, ON P7C 5N1
Telephone remains the same

Doreen Stone

Legal Aid Assessment Officer
Nishnawbe-Aski Legal Services AO-48
Tel: 807-622-1413, Ext. 7070
Fax: 807-344-6904

Email: stonedf@lao.on.ca

 Please ~ print this email only when necessary.

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No virus found in this message.

Checked by AVG - www.avg.com

Version: 2013.0.2890 / Virus Database: 2639/6054 - Release Date: 01/24/13

UPDATED ADDRESS.

Oct. 24, 2013.

~~NEW HIRE CHECKLIST~~

EMPLOYEE DOREEN STONE		DATE HIRED
JOB TITLE	CURRENT SALARY	PROBATIONARY END DATE
TYPE PERMANENT FT [] PERMANENT PT [] FIXED TERM [] CASUAL []		

PERSONAL INFORMATION

BIRTHDATE	HOMEPHONE 768-0595
OTHER CONTACT # (CELL, ETC.) cell 628-2324	EMERGENCY CONTACT
HOME ADDRESS 197 Inglewood Crescent TBA4 P7C 2E8	SIN#
Copy (front and back) of Status Card (if applicable)	
Banking information (void cheque or notification from bank)	
Letter of Offer	
Signed Contract	
Criminal Records Check	
Proof of 2M Liability Car Insurance	
Application – resume, cover letter, notes from interview, reference checks, and job description	
Signed document stating they have read and understood the NALSC policies and procedures manual (attached)	
Application for Group Insurance Coverage	

COMMENTS:

October 21, 2013

Mary Jean Robinson, Area Director
Nishnawbe-Aski Legal Services
86 S. Cumber and Street
Thunder Bay, ON
P7B 2V3

Dear Mary Jean

I am writing to request a change in my hours of work. Due to my relocation to Fort William, I must transport my child as apart of my separation agreement to school everyday in Port Arthur. With construction and finding alternate routes to work it has been causing repeated tardiness. With winter quickly approaching I cannot forsee this matter getting better. I am requesting this change to commence immediately from October 22, 2013 to June 30, 2014 (end of school year).

Current hours: 9:00 am to 5:00 pm with 1 hour lunch

Change Requested: 9:15 am to 5:00 pm with 45 min lunch - 12 TO 12:45 lunch

I have been and will continue to make up for any tardiness I may incur. I am making this request in response to the memo sent out on October 16, 2013 to address this issue immediately. I look forward to hearing your response on this request.

Yours truly,



Doreen Stone
LAO Assessment Officer

*approved conditionally
until November
30th.*

September 24, 2010

Mary Jean Robinson
Area Director
Nishnawbe-Aski Legal Services Corp
86 S. Cumberland Street
Thunder Bay, ON
P7B 2V3

Dear Mary Jean,

I am writing to request a change in my hours of work from 9:30 am to 5:00 pm, with a half hour lunch period, effective September 27, 2010. After careful consideration and discussion with my immediate supervisor a change in my hours of work would better suit my personal needs and those of my fellow co-workers.

I am, time after time late arriving in the morning, simply due to the fact that I have to drop my three children off in two separate school zones and stuck in morning traffic with school buses. With no solution in sight and winter season is quickly approaching, this will greatly impede on my ability to report to work for 9:00 am.

I ask that you take these factors into consideration and approve my request for the 2010-2011 school year. I look forward to your reply.

Yours truly,



Doreen Stone
LAO Assessment Officer

cc. Heather Baillie, Legal Aid Coordinator
Personnel File

*approved
Mary Jean Robinson
Sept 24/10*

Mary Jean's
copy

Doreen

September 24, 2010

Mary Jean Robinson
Area Director
Nishnawbe-Aski Legal Services Corp
86 S. Cumberland Street
Thunder Bay, ON
P7B 2V3

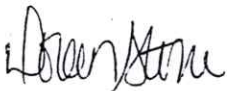
Dear Mary Jean,

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I ask that you take these factors into consideration and approve my request for the 2010-2011 school year. I look forward to your reply.

Yours truly,



Doreen Stone
LAO Assessment Officer

cc. Heather Baillie, Legal Aid Coordinator
Personnel File

Approved
Mary Jean
Sept 24/10

Suzanne

From: Doreen Stone (NISHN AO) [stonedf@lao.on.ca]
Sent: 10 January 2005 16:20
To: Sheba Fox (E-mail)
Cc: Suzanne Withenshaw (E-mail)
Subject: Address update

Doreen Stone
195 N. Rockwood Avenue
Thunder Bay, ON P7A 6A7

Home: 768-0595
Cell: 628-2324

No third party calls at my home only in case of extreme emergency. My cell phone number is also private and I do not wish to share it with others outside the office.

Thanks

Nishnawbe-Aski Legal Services
Corporation

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L "PCL ᐱᓂᓂ

February 25, 2005

Revenue Canada
Taxation Department

Re: Doreen Stone

Doreen Stone is employed by Nishnawbe-Aski Legal Services Corporation as a LAO Assessment Officer.

Doreen is a status Indian and consequently does not have any taxable income.

If you have any further questions, please do not hesitate to contact this office.

Yours truly

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION



Suzanne Withenshaw
Finance Manager

Mailing Address:

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

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

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



Head Office:

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



NISHNAWBE-ASKI LEGAL SERVICES
LAO ASSESSMENT OFFICER

JOB DESCRIPTION

DESCRIPTION:

This position is responsible for interviewing legal aid applicants to obtain the legal and financial information necessary to determine eligibility. If a legal aid certificate is issued, should it be issued free of charge or with a payment agreement.

DUTIES AND RESPONSIBILITIES:

- Determine applicant's legal eligibility for legal aid, following guidelines set out in the procedures manual and specified by the Area Director.
- Analyze financial eligibility for legal aid, based on understanding of the applicant's financial records and LAO's policies and procedures relating to financial eligibility.
- Complete required information on application forms and generate necessary documents in accordance with office procedures and standard formats.
- Review opinion letters and other relevant application material, as input for making eligibility decisions.
- Respond to inquiries from members of the legal profession and the public to provide information regarding area processes, procedures and Legal Aid decisions.
- Clarify status of specific legal aid files, in response to telephone inquiries from clients and lawyers.

Case Administration:

- Maintain knowledge of legal aid application processing rules and procedures, and legal terminology by attending LAO seminars and workshops and reading memoranda circulated.

- Maintain knowledge of on-line data processing procedures for applicant data.
- Monitor applicant and certificate holder status to ensure accurate eligibility records.
- Interview applicants to obtain legal and financial information.
- Enter applicant information in the SES system.
- Review opinion letters and other relevant application material, as input for making eligibility decisions.
- Contact family members to explain legal aid process and acquire applicant legal and financial information.
- Determine applicant's legal eligibility for legal aid, following guidelines set out in the procedures manual and specified by the Area Director.
- Analyze financial eligibility for legal aid, based on understanding of the applicant's financial records and LAO's policies and procedures relating to financial eligibility.
- Authorize amendments within proscribed area office guidelines on behalf of the Area Director.
- Investigate applicant's information and financial statements, as follow up to financial assessment.
- Report results of investigation of applicant's information and financial statements to the Investigation Department.
- Recommend whether a legal aid certificate should or should not be issued based on knowledge of the applicant's financial assessment and LAO eligibility policies.
- Decide if legal certificate should be issued free of charge with payment agreement.
- Calculate amount of payment agreement given circumstances faced by applicant and existing legal aid precedents.
- Issue payment agreements based on established guidelines.
- Explain to applicants that they have been refused or that they don't meet priority guidelines established.

Application Administration

- Complete required information on application forms.
- Update files to ensure that charge screening forms and other relevant documentation is included.
- Generate certificates in accordance with office procedures and standard formats.
- Collect information to determine the ongoing status of outstanding certificates.
- Record receipt of client payments and lien pay-outs according to standard office procedures.
- Submit files and appropriate documentation to Area Office staff for processing.

Administrative Support

- Refer applicants to seek other legal and/or government services, including the lawyer referral service, legal clinics, and duty counsel, where warranted.
- Clarify status of specific legal aid files, in response to telephone inquiries from clients and lawyers.

Forms Processing

- Contact lawyers for processing of non-residence files.
- Type client related forms and certificates required for processing.
- Distribute information to lawyers and applicants to provide information regarding area office processes.

Office Administration

- Respond to inquiries from members of the legal profession and the public to provide information regarding area processes, procedures and Legal Aid decisions.
- Arrange Area Committee meetings ensuring that appropriate equipment and facilities are booked.
- Provide reception and front counter relief to ensure continuous coverage during business hours.

KEY COMPETENCIES & QUALIFICATIONS:

- Maintain knowledge of legal aid application processing rules and procedures, and legal terminology by attending LAO seminars and workshops and reading memoranda circulated.
- Well developed written and verbal communications skills.
- Possess well-developed interpersonal and communication skills.
- Utilize sound judgement for dealing with applicants and lawyers.
- Maintain knowledge of LAO policies and procedures.
- Possess sound knowledge of the Service Encounter System

ACCOUNTABILITY:

The Legal Aid Assessor is responsible to the Legal Aid Coordinator and Area Director for day to day activities and to the Executive Director for overall work performance.

SALARY RANGE:

This position pays \$25,000 – \$45,000 based education and experience. This is a full time non managerial position.

WORKING CONDITIONS:

- Work in off-site locations that pose potential risk to personal safety on a weekly basis.
- Work with exposure to emotionally charged situations, e.g., providing advice to upset or agitated clients or employees on a frequent, daily basis.
- Work does require driving a car as part of the job but not on a daily basis.
- Work performed results in strain from focused visual concentration or focused listening for periods of time in excess of 1 hour without a break, on a daily basis.
- Work allows little flexibility (if any) to change work activity or take a break to alter body position, 3-4 days per week, 4 hours or more per day.

Updated June, 2004

Doreen Stone (Drake)

Objective

I have recently graduated from the Aboriginal Law and Advocacy Program and looking to gain fulltime employment in the Aboriginal Justice Field. I am looking to enhance my working and educational knowledge to further promote alternative justice to the First Nation Communities. In addition to promoting a better understanding of various issues currently facing First Nations.

Education

Confederation College of Applied Arts and Technology **Diploma 1999**

Aboriginal Law and Advocacy Program – Dean's list (4 Semesters)

Curriculum: Legal Research I & II, Aboriginal Peoples and the Law I & II
Eurocandian Law, Alternative Justice, Human Rights

Academy of Learning **Certificate 1999**

ACCPAC Plus IV

Lakehead University **Completed Year 1**

Bachelor of Arts 1995

Curriculum: Psychology, Sociology, History, and Social Work

Confederation College of Applied Arts and Technology **Diploma 1991**

Business Administration

Curriculum: Marketing, Business Law, Accounting, and Industrial Relations

Sir Winston Churchill C.V.I. **OSSD 1989**

Grade 12

Computer Skills

Computer Literate with Various Software Packages such as:

- Corel (WP 6.0, 6.1, 7.0, Suite 8.0)
- Microsoft (3.1, Windows 95/98, Word, Excel, Access)
- Simply Accounting
- ACCPAC Plus

Research Skills

- Legal Research (case law)
- Archives
- Various Research Project (YOA, CFSA, Family Law, Land Claims)

Office Skills

- Dictation
- Filing (numerical, alphabetical)

Work Experience

Nishnawbe-Aski Legal Services Corporation, Thunder Bay, Ontario
Office Clerk

1998-1999

Duties:

- Processing of Legal Aid Application, Intake and Data Entry
- Preparation and Distribution of CAC Evaluations, Conference Materials,
- Liaison with Community Member, Restorative Justice Workers, Justice Personnel
- Preparation of Correspondence, Coordination of Meetings and Travel
- Preparation of Annual Reports, Clinic Days, Court Charters, PLE materials
- Preparation of Purchase Order, Cheque Requisitions, etc.
- Other Duties as assigned

The Ojibway 1850 Treaty Council, Thunder Bay
Office Coordinator

1997

Duties:

- Organization Office Staff and Personnel Records
- Day to Day management of Office
- Coordinate Office Relocation
- Preparation of Correspondence, Reports, Filing
- Coordination of Meetings and Travel
- Other Duties as assigned

Union of Ontario Indians, Thunder Bay
Receptionist/Secretary

February 1997

Duties:

- Reception Duties
- Coordination of Meeting and Travel
- Preparation of Correspondence, Travel and Accommodations
- Preparation of Purchase Orders and Cheque Requisitions
- Other Duties as assigned

Nishnawbe-Aski Legal Services Corporation, Thunder Bay
Secretary

1995-1996

Duties:

- Preparation of Correspondence, Reports, Minutes
- Coordinate Meetings, Travel, Clinic Days, Charters
- Preparation of Purchase Orders, Cheque Requisitions
- Data Entry for CLW Daily Contacts
- Liaison with Community Legal Workers

Nishnawbe-Aski Nation, Thunder Bay
Chiefs Special Workshop Assistant

June 1995

Duties:

- Preparation of Correspondence, Reports, Materials
- Coordination of Meeting, Travel, Translation
- Preparation of Purchase Orders and Cheque Requisitions
- Other Duties as assigned

**Beendigen Inc., Thunder Bay
Office Clerk**

1995

Duties:

- Preparation of Correspondence, Minutes, Reports, Board Materials
- Preparation of Travel
- Preparation of Purchase Orders, Cheque Requisition
- Assistance in Financial Audit
- Other Duties as assigned

**Joyce L. Pelletier, LL.B., Thunder Bay
Secretary**

1994-1995

Duties:

- Preparation of Correspondence, Court Documents, Legal Research
- Reception Duties
- Bookkeeper Duties
- Other Duties as assigned

References

The names listed below are the references I am authorizing for reference checks.

Sandra Bair, Director
Nishnawbe-Aski Legal Services Corp.
RR#4 Mission Rd
Thunder Bay, Ontario Tel: 807-622-1413

S. Brenda Small, Associate Dean
Confederation College
Thunder Bay, Ontario Tel: 807-475-6110

Joyce L. Pelletier, Executive Director
Dilico Ojibway Child and Family Services
Thunder Bay, Ontario Tel: 807-622-9060

Nishnawbe-Aski Legal Services Corporation

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L *ᓄᓄᓄᓄᓄᓄᓄ

March 20th, 2017

Doreen Stone
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, 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 \$729.91 on Payroll #6, and the following payrolls will be adjusted accordingly.

Your base salary was increased from \$48,215.40 to \$49,006.13 per annum.

Sincerely,

Celina Reitberger,
Executive Director

Nishnawbe-Aski Legal Services Corporation

ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of the Nishnawbe-Aski Legal Services Corporation, Employee Manual containing the Personnel, Harassment and Financial Policies of the Corporation.

Doreen Stone DOREEN STONE
sign and print name

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

Doreen Stone DOREEN STONE
sign and print name

Dated this 12th day of October, 2007.

Nishnawbe-Aski Legal Services
Corporation

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LPCLEP-Δᓂ

December 15, 2015

Mailing Address:

Doreen Stone

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

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

Email:
info@nanlegal.on.ca

Website:
www.nanlegal.on.ca

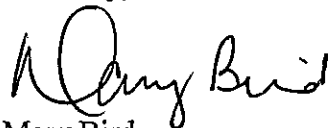
Re: Salary Increase and Retro Pay – April 1, 2015 to December 11, 2015

Legal Aid Ontario has approved a 1.5% 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 to your annual salary retroactive to April 1st, 2015. You will receive a retro pay from April 1, 2015 to November 27th, 2015 in the amount of \$465.90 on Payroll #25. In addition your pay rate will be adjusted accordingly effective November 28th, 2015.

Your base salary was increased from \$47,503.04 to \$48,215.59 per annum.

Sincerely,



Mary Bird
Area Director
Legal Aid Ontario

Head Office:

100 Anemki Drive,
Suite 106
Fort William First Nation
Thunder Bay, Ontario
P7J 1J4



Date: 02/12/2005
Time: 01:59 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
[DOREEN]		STONE DOREEN					
21-04-05	08	002420	1559.85	.00	30.42	71.45	1452.98
05-05-05	09	002441	1559.85	.00	30.42	71.45	1452.98
19-05-05	10	002464	1562.64	.00	30.47	71.59	1455.58
02-06-05	11	002487	1559.85	.00	30.42	71.45	1256.38
16-06-05	12	002513	1559.85	.00	30.42	71.45	1455.56
30-06-05	13	002540	1559.85	.00	30.42	71.45	1456.80
14-07-05	14	002567	1559.85	.00	30.42	71.45	1452.98
28-07-05	15	002594	1559.85	.00	30.42	71.45	1452.98
11-08-05	16	002622	1559.85	.00	30.42	71.45	1455.96
25-08-05	17	002650	1559.85	.00	30.42	71.45	1452.98
08-09-05	18	002678	1710.49	.00	33.35	78.91	1595.61
22-09-05	19	002704	1936.40	.00	37.76	90.09	1803.55
06-10-05	20	002730	1936.40	.00	37.76	90.09	1751.11
18-10-05	21	002755	1936.40	.00	37.76	90.09	1803.55
03-11-05	22	002780	1936.40	.00	37.76	90.09	1803.55
17-11-05	23	002806	1936.40	.00	37.76	90.09	2023.55
01-12-05	24	002832	1559.84	.00	21.16	71.45	1462.23
			28553.62	.00	547.56	1315.45	26588.33
Grand Totals			28553.62	.00	547.56	1315.45	26588.33

17PP

NEW SALARY \$ 41,367.09 ÷ 26 = \$ 1591.04
 OLD SALARY 40,555.98 ÷ 26 = 1559.84
 \$ 31.20

PAYROLL #25, DEC 15th (new SALARY) \$ 1591.04
 RETRO 17PP \$ 28553.62 x 2% = 571.07
2162.11

APPROVED FOR PAYMENT
 Initial GP Date DEC 02 2005

Nishnawbe-Aski Legal Services
Corporation

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L"PCLE"ᐸᐸ

December 5, 2005

Doreen Stone
LAO Assessment Officer

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 most of the increase on payroll #25, and the following payrolls will be adjusted accordingly. Your base salary has been increased from \$ 40,555.98 to \$ 41,367.09 per annum.

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

Sincerely



Evelyn J. Baxter
Executive Director

Cc: personnel file

Mailing Address:

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

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

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



Head Office:

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

Nishnawbe-Aski Legal Services Corporation

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L "RCLP"ᐱᓂ

April 2000

MEMO:

To: Doreen

From: Celina

I am pleased to announce that because of your outstanding job performance a bonus of \$5000.00 will be paid to you as follows: \$2500. immediately, and the rest over the remainder of the year on an equal basis of the remainder divided by the number of pay periods. Please understand that we are not able at this time to make it a permanent wage increase but that we will in our next round of negotiations with the Department of Justice, seek to have an increase made part of the budget.

If you have any questions regarding the foregoing please do not hesitate to ask.

Yours truly,

Celina

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



April 11, 2018

Derek Stephen
Executive Director
Nishnawbe-Aski Legal Services
86 S. Cumberland Street
Thunder Bay, ON
P7B 2V3

Dear Mr. Stephen,

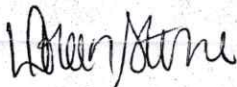
I am writing this letter in response to the organizational restructuring and the new organizational chart presented to staff. It is my understanding that there was no internal posting was for the position of Restorative Justice Coordinator. Why was the job not posted as per the Personnel Policy?

I feel that I have been overlooked at this promotion. I have the necessary skills and qualifications for this position. As a senior staff of the corporation I should have been considered for the possibility of advancement. After 20 plus years of service and dedication with the Corporation I would have welcomed his opportunity to take on new challenges.

I have applied for this position of Restorative Justice Coordinator on prior occasions and was advised by the previous Executive Director that they did not wish to loose me in the Legal Aid department as I was an integral part of my department. Where is my chance of advancement? Why I was not provided another opportunity to succeed? I feel that I have been and continue to be treated unfairly.

I respectfully request a prompt response to my inquiry.

Meegwetch



Doreen Stone

cc. Mary Bird, Area Director
Jeff Robert, HR Generalist

Nishnawbe-Aski Legal Services Corporation

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L'PCLP'ΔP

PERSONAL AND CONFIDENTIAL

December 20, 2019

Dear Doreen Stone,

We are very pleased to inform you that after re-evaluating your current annual wage in your position as Legal Aid Assessment Officer at Nishnawbe-Aski Legal Services Corporation, you will be receiving an increase in your annual salary from \$52,425 to \$54,000. This will be effective December 7, 2019.

We thank you for your continued dedication and the hard work that you do for Nishnawbe-Aski Legal Services Corporation.

Sincerely,

Nishnawbe-Aski Legal Services Corporation



Danielle Wood
Area Director

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:

1388 Mission Rd, Fort William
First Nation, ON P7J 1K7

Nishnawbe-Aski Legal Services Corporation

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L *rCLr.Δᐱ

Dec 09, 2022

Doreen Stone
C/o Nishnawbe-Aski Legal Services Corporation
Thunder Bay, ON P7E 2R6

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

PRIVATE AND CONFIDENTIAL

Re: COLA Salary Increase/Retro Pay

I am writing to let you know that as a permanent, full-time NALSC Legal Aid staff member, you will be receiving a 2% COLA increase retroactive to April 1, 2022, on your pay stub.

You will receive a retro pay of **\$807.69** on Payroll #26, and the following payrolls will be adjusted accordingly.

Your yearly base salary has been increased from **\$60,000.00** to **\$61,200.00**.

NALSC would like to thank you for your hard work and contribution to the Legal Aid Program, especially during the recent pandemic.

Sincerely,



Colette Shwetz
HR Manager



Head Office:

138B Fort William Rd, Fort
William First Nation, ON P7J
1K7

Nishnawbe-Aski Legal Services
Corporation

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L * P C L R * A * P

April 15, 1999

Canada Trust
595 Arthur Street
Thunder Bay, Ontario
P7E 5R5

Attention: Jamie Dennison

Dear Mr. Dennison:

Re: Doreen Stone
 DOB 14/01/71

This is to confirm that Mrs. Doreen Stone is an employee of Nishnawbe-Aski Legal Services Corporation. She will be commencing full time employment on April 20, 1999. Mrs. Stone is paid on an hourly rate of \$14.00/hr based on 35 hours a week. Pay periods are bi-weekly, and her wages are tax exempt however, CPP and UI will be deducted from her pay.

The breakdown of her payroll is as follows:

70 hrs @ 14.00	\$980.00
CPP	-\$ 29.59
UI	<u>-\$ 24.99</u>
	\$925.42

I trust the above is satisfactory, however, if you have any questions, I may be reached at 622-1413.

Yours truly,



Sandra Bair
Director of Legal Services

cc. Finance Officer

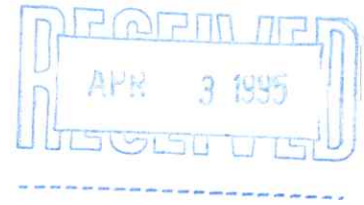
Head Office:

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.baynet.net/~nalsaski>





March 28, 1995

NISHNAWBE ASKI LEGAL SERVICES CORP.
Site 6, Box 23, RR#4 Mission Road
Thunder Bay, Ontario
P7C 4Z2

Attn: Don Auger, Area Director

Dear Mr. Auger

I am submitting my resume with your Organization for future reference, in the event that a position will be come available for an Office Assistant.

As outlined in my resume, I have extensive knowledge and experience in Office Administration in policies and procedures.

Given the opportunity, I believe that I could be an asset to your Organization.

Your kind consideration of my application is appreciated. I am available for an interview, if one is granted, at your convenience.

Sincerely,

Doreen Drake

Doreen Drake
(807) 577-1832

577-5528 (OFFICE AT HOME)
encl.

R E S U M E

DOREEN DRAKE

*511 Redwood Avenue
Thunder Bay, Ontario
P7C 5A4*

(807) 577-1832 Residence

BEENDIGEN INC.
*1111 East Victoria Avenue
Thunder Bay, Ontario*

January 24, 1995 to March 31, 1995

Position: *Office Clerk*

Duties: *Reception duties, answering telephones, correspondence, memos, preparation of documentations, maintaining office files, greeting clients, other duties as assigned.*

JOYCE L. PELLETIER, LAW OFFICE
*104 - 105 May Street, South
Thunder Bay, Ontario*

April 1993 to April 1994

Position: *Legal Secretary/Assistant*

Duties: *Office management/administration, typing correspondence, memos, Preparation of Court Documentation, filing, maintaining client files, preparation of Financial Statements using Legal Pro Accounting Systems.*

THE OJIBWAY 1850 TREATY COUNCIL
*195 Park Avenue
Suite 1
Thunder Bay, Ontario*

May 27, 1992 to March 1993

Position: *Assistant to the Negotiations Coordinator*

Duties: *Office management/administration, typing letters, memos, minutes, assisting in telephone conferences, in charge of training GIS students, conducting research, setting up of meetings, ordering office supplies, other duties as assigned.*

INTERCITY BINGO PALACE
425 Eleventh Avenue
Thunder Bay, Ontario

May 1991 to May 1992

Position: Concession Worker, Part time.

Duties: Waiting on customers and cleaning of kitchen.

NATIVE LANGUAGE INSTRUCTORS' PROGRAM
LAKEHEAD UNIVERSITY
955 Oliver Road
Thunder Bay, Ontario

June to September 1991
April 13 to May 25, 1992

Position: Receptionist/Secretary, Full Time (summer)

Duties: Wordprocessing, performing duties as assigned, answering the telephones, faxing out information to Advisory groups, contacting students of the Program, and general office duties.

CHANGES... THE ULTIMATE MUSIC STORE
1186 Memorial Avenue
Thunder Bay, Ontario

September 1989 to September 1990

Position: Cashier/Stock Person, Part Time

Duties: Working the cash register, receiving and ordering of stock, cleaning of store and assisting customers.

J&W CONFECTIONARY
R.R. # 4, City Road
Thunder Bay, Ontario

April 1989 to August 1989

Position: Cashier, Part Time

Duties: Working the cash register, receiving stock, cooking fast food, cleaning store and pricing stock.

MOUNT MCKAY SKI AREA
Mountain Road
Thunder Bay, Ontario

November 1988 to March 1989

Position: *Concession Worker, Part Time*

Duties: *Cooking fast foods, serving customers and cleaning, work cash register.*

COUNTRY SUPERMART
Rosslyn Road
Thunder Bay, Ontario

July 1988 to August 1988

Position: *Cashier*

Duties: *Working the cash register, receiving stock, stocking shelves, cleaning store, and pumping gas.*

EDUCATION

1989 to 1992
Confederation College
Business Administration Program

1985 to 1989
Sir Winston Churchill Highschool
Grade 12

OFFICE SKILLS

Wordperfect 5.1, Word Perfect for Windows, Microsoft Word, Legal Pro Accounting System.

Filing, Dictation (from dictaphone machine)

ACTIVITIES AND INTERESTS

Participating in athletic sports.

REFERENCES

JOYCE L. PELLETIER

*Barrister & Solicitor
104-105 May Street, South
Thunder Bay, Ontario*

(807) 623-1030

BILL NOTHING

*Consultant
Thunder Bay, Ontario*

(807) 577-5528

RANDY COLLINS

*Owner/Manager Changes... The Ultimate Music Store
1186 Memorial Avenue
Thunder Bay, Ontario*

(807) 623-9579



EMPLOYEE CHANGE FORM

Change of Personal Information:

First Name: Doreen Last Name: Stone
 Change of Personal Contact:
 Phone #: _____ Alt. #: _____
 Email (Personal): _____

Change of Home Address:

Street City Province Postal Code
Mailing Address (if different):

P.O Box City Province Postal Code

Change of Position Information:

Start Date: December 4, 2023 **TERMINATION DATE:**
 Employment Type: Permanent Contract End Date: _____
 Employment Status: Full Time Part Time Casual **RESIGNATION DATE:**
 Position: Manager of Legal Aid Salary: 93,913
 Manager: Renzo Caron Pay Band: 10
 Grid: 0

BUDGET CODE:

Change of Banking & Payroll Information:

Name of Bank: _____
 Account #: _____ Documents attached:
 Transit #: _____ Yes
 Institution #: _____ No
 SIN #: _____

Pension and Benefits:

Pension Eligibility Date: _____
 Benefit Eligibility Date: _____

Change of Emergency Contact Information

Name:	Relationship:	Phone #:
1		
2		

Finance Only:

Date Received: _____ Entered into Adiago System by: _____

Nishnawbe-Aski Legal Services Corporation

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December 1, 2023

Doreen Stone
137 Reindeer Ave
Thunder Bay, ON
P7C 6A6

Re: Employment Agreement – Manager of Legal Aid

Dear Doreen:

On behalf of Nishnawbe-Aski Legal Services Corporation ("NALSC"), I am pleased to offer you employment as a Full-Time **Manager of Legal Aid** in accordance with the terms and conditions described in the attached employment agreement ("the Agreement").

Please carefully read and consider the terms and conditions in the Agreement and confirm your understanding of, and agreement with, them by signing and returning the countersigned copy to me. Please retain the second copy of the Agreement your records. When countersigned by you, the Agreement shall constitute a binding employment agreement between you and NALSC.

Doreen, congratulations on your new position.

Yours truly,



Colette Shwetz
HR Manager

Mailing Address:

101 Syndicate Ave N,
Suite 101, Thunder Bay,
Ontario P7C 3V4

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

Email:
info@nanlegal.on.ca

Website:
Http://www.nanlegal.on.ca



Head Office:

138B Mission Road,
Fort William First
Nation,
Ontario P7J1K7

EMPLOYMENT AGREEMENT

BETWEEN:

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
hereinafter called "NALSC"

- and -

Doreen Stone

1. Employment

You will hold the position of **Manager of Legal Aid**, operating out of **Thunder Bay**, and will report to the program manager. A brief job description for this position, which may be amended by the Company from time to time. Your title, duties and responsibilities may be changed at the discretion of the Company, consistent with your role, and shall not constitute a constructive dismissal.

For the period that you are employed, the expectation is that you shall devote the whole of your working time, attention, and ability to the business of NALSC and you shall truly and faithfully serve NALSC and shall use your best efforts to promote the interests of NALSC. To that end, you shall not engage in any activities which would result in your interests coming into conflict with the interests of NALSC.

2. Term

You will commence in your new position on **December 4, 2023**, and this Agreement will continue for an indefinite duration, subject to the termination provisions contained herein. This position is based on the approved funding for the **Legal Aid Program**.

3. Probationary Period

The mandatory 3-month probationary period has been waived as per the NALSC Probationary Period Policy.

4. Compensation and Benefits

You will receive the following compensation and benefits:

(A) Salary. You will be paid **\$93,913 annually**. Our payroll is administered biweekly. Your position "**Manager of Legal Aid**" has been placed in pay band (10) and your grid position is (0).

(B) Benefits. Your benefits and eligibility will remain the same and continue from your previous position.

(C) Pension. Your benefit terms and eligibility will remain the same and will continue without interruption, from your previous position. If there is a change in compensation, your pension will adjust accordingly.

(D) Seniority. Your seniority will remain the same and continue from your previous position.

You agree and acknowledge that all benefit coverage and enrolment in NALSC's pension plan shall cease upon the last day of employment in the event of your resignation or your termination for just cause, or, if you are terminated without cause, shall cease at the end of the notice period outlined in section eight (8) below or as prescribed by section 57 of the ESA.

5. Vacation

Your vacation status and entitlements will continue with no interruptions or changes. Please note that vacation entitlement is per your annual hire date, with entitlement increases in accordance with NALSC HR Policies. Although every effort will be made to provide you with vacation time requested, you acknowledge that there may be times when certain vacation time is denied due to the specific needs of NALSC's business. Vacation requests must be made in writing to program manager at least one (1) month prior to the requested vacation period. Should the foregoing amount be less than the minimum entitlement to vacation required in the ESA, then the minimum amount required by that statute shall apply.

Vacation time must be pre-approved and will be scheduled at mutually convenient times recognizing that, in a small office such as ours, we must always be conscious of having coverage.

6. Hours of Work

Your regular hours of work are from **9am to 5pm**, with a one (1) hour unpaid lunch break, for a total of thirty-five (35) hours per week but may be changed based on NALSC's needs. Your hours of work will be determined in consultation with your program manager. You may also be required to work evenings, Saturdays, and Sundays.

If you are required or work, or request to work, more hours than provided for in this Agreement you must first obtain the written direction or written approval of your program manager within 24 hours of working such hours. Also, as agreed upon during your interview, **you are required to provide a copy of your criminal records check for this position.** This will be required as soon as possible and before the end of your probationary period. Should you fail to provide this document, your probationary period may be extended, or your employment may be suspended or terminated.

7. Personnel Policies, Procedures and Rules

You will be bound by any personnel policies, procedures and rules established by NALSC. By signing this Agreement, the Employee confirms that you have been provided with, has read, and agrees to abide by all policies, procedures and rules established by NALSC.

8. Termination

While it is difficult to discuss the conclusion of a relationship at the outset, we believe it is helpful to address these issues so that both parties have clarity moving forward.

(a) **Just Cause.** If you engage in any act or omission which constitutes just cause at law, this Agreement will terminate immediately, and you shall receive no payments other than accrued wages and vacation

entitlements to the date of termination.

(b) **Without Cause.** In the absence of just cause, NALSC may terminate this Agreement for any reason and at any other time upon providing you with your entitlements pursuant to the ESA. This notice or pay in lieu of notice shall be calculated based on your base salary only and shall be in full satisfaction of any obligations owing to you by NALSC, statutory, common law or otherwise.

(c) **By the Employee.** If you elect to terminate this Agreement, you shall provide NALSC with four weeks' written notice. This notice may be waived by NALSC at its sole discretion, without any further payment or obligation to you.

9. Confidentiality

During the term of this Agreement, you will have access to information that NALSC considers to be confidential. Such confidential information includes, but is not limited to, any information concerning clients, billing rates, employees, methods of procurement, financial, purchasing, marketing, logistical and or sales strategies and techniques of NALSC and other secret information and that such information constitutes valuable, special, and unique property of NALSC.

Accordingly, you agree that you will not, at any time, (either during employment or at any time thereafter) directly or indirectly, disclose to or for the benefit of any person, firm, corporation, association, business entity or agency, governmental or private, of any nature whatsoever and whosoever situate, any confidential information of NALSC, except in connection with the performance of your duties on behalf of NALSC or as publicly available other than as a consequence of the breach by you of your confidentiality obligations hereunder.

10. Return of Company Property and Documents

At the conclusion of employment, or earlier if requested by NALSC, you shall promptly surrender to NALSC, without retaining copies, all tangible items which are or contain confidential information pertaining to NALSC. You shall also return all electronic devices, files, memory keys, correspondence, memoranda, documents, training materials, manuals, computer software, hardware, and printouts, working papers, client lists, telephone/address books, business cards, appointment books, calendars and other tangible items which NALSC gave to you, or which you created in whole or in part within the scope of your employment, even if these items do not contain confidential information.

11. Authorization

By signing this letter, you authorize NALSC to deduct from any outstanding payment, including wages, owed to you by NALSC at any time, any monies which you owe to NALSC.

12. Entire Agreement

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and cancels and supersedes any and all prior and contemporaneous agreements, discussions and understandings. There are no representations, warranties, forms, conditions, undertakings, or collateral agreements, express, implied, or statutory between the parties other than as expressly set forth in this Agreement. No waiver, modification, or termination of any term of this Agreement shall be effective unless

in writing and signed by all parties.

13. Severability

The provisions, paragraphs and sub-paragraphs of this Agreement are and shall be deemed to be severable the one from the other. If any one or more of the provisions, paragraphs or sub-paragraphs contained herein shall be invalid, illegal, or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions, paragraphs and subparagraphs contained herein shall not in any way be affected or impaired.

14. Headings

The headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning interpretation of this Agreement.

15. Governing Law

This Agreement shall be governed in all respects by the laws of the Province of Ontario and the laws of Canada applicable therein.

16. Assignment

Except as otherwise provided herein, no assignment of any rights or delegation of any obligations provided for herein may be made by any party without the express written consent of all other parties hereto. Notwithstanding the foregoing, NALSC may, upon two (2) days written notice to you, assign its rights, together with its obligations hereunder, to any associate or affiliate of NALSC.

17. Interpretation

The language used in this Agreement shall be deemed to be the language chosen by the parties to express their mutual intent, and the Agreement shall be interpreted without regard to any presumption or other rule requiring interpretation of the Agreement more strongly against the party causing it to be drafted.

18. Independent Legal Advice

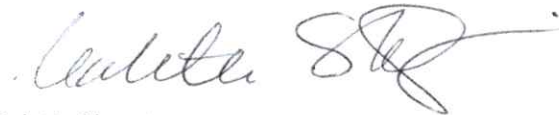
You acknowledge that you have had ample opportunity to obtain independent legal advice in connection with the negotiation and ultimate execution of this Agreement. If you did not obtain independent legal advice, it is because you understood this Agreement, and did not feel that you needed legal advice. You therefore confirm that you are executing this Agreement freely, voluntarily and without duress.

19. Copy of the Agreement

You hereby acknowledge receipt of a copy of this Agreement duly signed by NALSC.

Doreen, congratulations on your new position. I hope you find your new position challenging and rewarding and look forward to a mutually successful future together.

Yours truly,

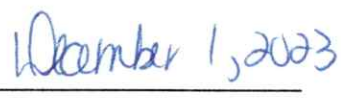


Colette Shwetz
HR Manager

I hereby accept the position I have been offered and agree to abide to all the terms and conditions outlined in the letter of employment.



Employee Signature



Date

