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Protected B

Y - A M D - J

2016 03 21

Number of Pages
Nombre de pages **4**

Name - Nom

Attention: JEFF ROBERT

Telephone No. - N° de téléphone

(807) 622-1413

Address - Adresse

NISHNAWBE-ASKI LEGAL SERVICES
86 S. Cumberland Street
Thunder Bay ON
P7B 2V3

Facsimile No. - N° de télécopieur

(807) 622-3024

Name - Nom

Anthea Charles - Service Canada Benefits Officer

Telephone No. - N° de téléphone

(289) 982-1612

Address - Adresse

Service Canada
Government of Canada

Facsimile No. - N° de télécopieur

(905) 747-7925

SUBJECT - OBJET

Re: Request for information regarding the verbal and written warnings and any disciplinary notices on file.

Employee Name: DARLENE SUGGASHIE

Please find the attached request for documentation in regards to her dismissal.

I can be reached toll free at 855-249-2290 ext. (289) 982-1612 directly to discuss this matter.

Thank you

Sensitive/Confidential Information - Renseignements confidentiels

If the security classification of this fax is "Protected B" or "Protected C", the attached information is sensitive in nature and confidential to its recipient. It is intended only for the addressee(s) identified above. If you are not the addressee(s), or an employee or agent of the addressee(s), please note that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this fax in error, please destroy the document and notify the sender of the error. Thank you.

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Operator - Opérateur(trice)

Telephone No. - N° de téléphone

() - []

From: Anthea Charles
Service Canada Benefits Officer
Service Canada
Government of Canada

To: Attention: JEFF ROBERT
NISHNAWBE-ASKI LEGAL SERVICES
86 S. Cumberland Street
Thunder Bay ON
P7B 2V3

21 March 2016

Subject: DARLENE SUGGASHIE

The purpose of this letter is to confirm that when providing information to our Department for the establishment of Employment Insurance benefits for a former employee, your company is not in contravention of the *Personal Information and Protection of Electronic Documents Act*.

The disclosure of personal information is requested pursuant to the provisions of Section 7 of the *Personal Information Protection and Electronic Documents Act*. Paragraph 7(3)(c.1) allows an organization to disclose personal information, without the knowledge or consent of the individual, when the information is for "the purpose of administering any law of Canada or a province."

Section 126 (14) of the *Employment Insurance Act* states:

(14) Notwithstanding any other provision of this Act, but subject to subsection (15), the Commission may for any purpose relating to the administration or enforcement of this Act, other than Part IV, by notice served personally or by confirmed delivery service, requires that any person provide, within such reasonable time as is stated in the notice

- (a) any information or additional information, including any information return or supplementary return; or
- (b) any document.

This is to advise you that the Service Canada/HRSDC is responsible for the Administration of the *Employment Insurance Act* of Canada. We hereby request the following:

- 1) A copy of the termination letter
- 2) A copy of the policy breached
- 3) Any other documents pertaining to the dismissal

This information is needed in order to administer the *EI Act* and Regulations, and its request is made pursuant to Section 7 of the *Personal Information Protection and Electronic Documents Act*.

Thank you for your prompt attention to this matter. I can be reached by phone at 289-982-1612. My Fax number is 905-747-7925.

Sincerely,

Anthea Charles
Service Canada Benefits Officer



Human Resources and
Skills Development Canada

Ressources humaines et
Développement des compétences Canada

Sharing Employee Information: What Employers Should Know

Is it legal for employers to provide employee information to Human Resources and Skills Development Canada (HRSDC) for Employment Insurance (EI) purposes?

Some employers have asked whether or not it is legal for them to respond to inquiries from Human Resources and Skills Development following the implementation of the *Personal Information Protection and Electronic Documents Act* (PIPEDA).

Whether or not PIPEDA applies to their organization, employers should know that under subsection 126(14) of the *Employment Insurance Act*, Human Resources and Skills Development Canada personnel have the lawful authority to request information on current or former employees as it relates to past, present or potential future Employment Insurance claims. Employers have an obligation to answer these requests. They are not obligated to advise or inform their employees that they are providing this information to Human Resources and Skills Development Canada. Failure to provide the requested information may result in unnecessary delays in processing Employment Insurance claims.

For more information on whether PIPEDA applies to your organization, please consult the Office of the Privacy Commissioner. The contact information is provided at the end of this document.

What the law says...

Subsection 126(14) of the *Employment Insurance Act* gives Human Resources and Skills Development Canada the lawful authority to ask for information about a specific employee who is applying for, is receiving, or has received Employment Insurance benefits, provided the information is needed for the administration of the *Employment Insurance Act*.

Provincial privacy legislation

Quebec, British Columbia and Alberta currently have private sector privacy legislation in place that applies to the disclosure of employee information by an employer. In all of these cases, disclosure to a government institution is permitted, as long as the government institution has the lawful authority to obtain that information. Again, subsection 126(14) of the *Employment Insurance Act* provides Human Resources and Skills Development Canada with the lawful authority to request information about a specific employee.

For additional information about the impact of the *Personal Information Protection and Electronic Documents Act* (PIPEDA) on the Employment Insurance program

Internet (*Employer's Corner*)

- www.hrhc-drhc.gc.ca/ae-ei/yrs/4.0_e.shtml

In-Person

- To find the Human Resources and Skills Development Canada office nearest you, call our toll-free line at 1 800 206-7218 or access our Internet site at www.hrhc.gc.ca/menu/profile-search.shtml.

Telephone

- Consult the government pages in your local telephone directory for the number of the office nearest you.
- Or call our toll-free line at 1 800 206-7218 to speak to a representative.

For additional information about the *Personal Information Protection and Electronic Documents Act* (PIPEDA)

Consult the Office of the Privacy Commissioner of Canada
By mail: 112 Kent Street, Ottawa, Ontario, K1A 1H3
Internet: www.privcom.gc.ca
E-mail inquiries: info@privcom.gc.ca

Phone: (613) 995-8210 or
1 800 282-1376 (toll-free)
Fax: (613) 947-6850

11:51:35 a.m. 03-31-2015 3/4

Service Canada
FACSIMILE TRANSMITTAL - TRANSMISSION PAR TÉLÉCOPIEUR

Security Classification
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 V.I.A. M. 0-7
 2016 03 21

Number of Pages / Nombre de pages: 4

Attention: JEFF ROBERT
 Telephone no. / No. de téléphone: (807) 622-1413
 Facsimile no. / No. télécopieur: (807) 622-3024

From: NISHNABWE-ASKI LEGAL SERVICES
 86 S. Cumberland Street
 Thunder Bay ON
 P7B 2V3

To: Betha Charles - Service Canada Benefits Officer
 Telephone no. / No. de téléphone: (289) 952-1612
 Address / Adresse: Service Canada, Government of Canada
 Telephone no. / No. de téléphone: (805) 747-7925

RE: Request for information regarding the verbal and written warnings and any disciplinary notices on file.

Employee Name: DARLENE SUGGASHIE

Please find the attached request for documentation in regards to her dismissal.

Can be reached toll free at 855-249-2290 ext. (289) 952-1612 directly to discuss this matter.

Thank you
Pages 6 (including cover)
Mar 29/16 sent [Signature]

Mail Address:
 86 S. Cumberland Street
 Thunder Bay, Ontario
 P7B 2V3
 Tel: (807) 622-1413
 Fax: (807) 622-3024
 Email: info@nashlaw.com
 Website: www.nashlaw.com

Head Office:
 150 City Road
 Fort William Post Modern
 Thunder Bay, Ontario
 P7A 1J7

Nishnawbe-Aski Legal Services Corporation
 405-5-V 499 N-40-9-A ΔΔΔΔΔΔΔ
 L'RCLΔΔΔ

STRICTLY CONFIDENTIAL

February 9th, 2018

Darlene Suggashie
 P.O. Box 112
 Pikangikum, ON
 P0V 2L0

Dear Darlene Suggashie:

This is to advise you that your employment will terminate effective, February 4th 2018, due to Abandonment of Position (Section 27.b.1) from the dates January 20th, 21st, 22nd, 26th, 28th and 29th.

A Record Of Employment will be prepared and mailed to you. The final payment will include all outstanding balances owed to you and all required deductions including, but not limited to, outstanding travel advances and source payroll deductions. You are required to return all Nishnawbe-Aski Legal Service Corporation property and material in your possession and are not to retain copies of such materials.

We would also like to take this opportunity to remind you that, notwithstanding the termination of your employment with the Nishnawbe-Aski Legal Service Corporation, certain of your obligations under your employment contract and other agreements that you may have signed during your employment with the Nishnawbe-Aski Legal Service Corporation continue. These obligations include, but may not be limited to, obligations of confidentiality and obligations relating to any intellectual property to which you may have contributed while employed by the Nishnawbe-Aski Legal Service Corporation.

If you have any questions concerning the information contained in this letter, please contact me directly.

Yours sincerely,

Colin Patterson
 Colin Patterson
 Executive Director

Mail Address:
 86 S. Cumberland Street
 Thunder Bay, Ontario
 P7B 2V3
 Tel: (807) 622-1413
 Fax: (807) 622-3024
 Email: info@nashlaw.com
 Website: www.nashlaw.com



Head Office:
 150 Arundel Drive, Suite 100
 Fort William Post Modern, ON
 P7A 1J7

Nishnawbe-Aski Legal Services Corporation

405-5-V 499 N-40-9-A ΔΔΔΔΔΔΔ
 L'RCLΔΔΔ

MEMO

To: Evangeline Meekis, Darlene Suggashie and Gloria Turtle

Date: March 2, 2015

Re: Conference call - Discussion with Community Intervention workers regarding concerns with work

On February 20th, a conference call took place with Vernon Morris, Chantelle Johnson and Community Youth Intervention workers - Evangeline Meekis, Darlene Suggashie and Gloria Turtle.

Several concerns were raised by Vernon and Chantelle. The major concern mentioned was the lack of communication from the Community Youth Intervention workers, as on some days it was very difficult to contact them during office hours. Arriving to work late and not submitting timesheets for payroll and sending schedules to Martha for the Monday Memo on time were also brought up.

After discussing the addressed concerns and receiving some feedback from the employees, Vernon and Chantelle came up with the following agreements to be followed immediately;

- Every morning you come to work report to Chantelle by telephone or email.
- If you leave the office send Chantelle an email stating whereabouts and time coming back to the office.
- Any unaccountable time will be not paid out.
- Timesheets are to be submitted every Friday or you will not receive a pay.
- Submit your weekly schedule to Martha for the Monday Memo and if there are any changes to submit them as soon as possible.

Vernon made it clear to the employees if this activity continues in the future; they may be subject to additional penalties which may include loss of wages or a suspension from work.

A copy of this letter is placed in each of the employee's personnel file along with the warning notice issued by their manager.

*Notes on memo were taken by HR Clerk, KRasevych

NALSC - Sent via email 4/26

Employee Warning Notice

Employee Information
 Employee Name: Darlene Suggashie Date: March 2, 2015
 Job Title: Community Youth Intervention worker - Pikangikum
 Manager: Vernon Morris Department: DOJ

Type of Warning:
 First Warning Second Warning **Final Warning**

Reason for Warning:
 Professional/Job Error Absenteeism **Violation of Company Policies**
 Substandard Work Rudeness to Clients/Coworkers Violation of Safety Rules

Description of Infraction:
 See attached Memo Re: Conference call - Discussion with CYI workers regarding concerns with work.

Plan for Improvement:
 See attached Memo Re: Conference call - Discussion with CYI workers regarding concerns with work.

Consequences of Further Infractions:
 Dismissal.

Acknowledgement of Receipt of Warning:

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee _____ Manager _____ Date _____



Nishnawbe-Aski Legal Services Corporation

405-5-V 499 N-40-9-A ΔΔΔΔΔΔΔ
 L'RCLΔΔΔ

Fax Cover
Pikangikum Youth Intervention
 (FAX # 807-773-5355)

Date: March 6, 2015
 To: Kristen
 Fax: 807-622-3024
 From: Darlene Suggashie
 Re: Signed paper
 Message:

We are transmitting the following 2 pages (including this cover letter). If you do not receive all pages, please call us as soon as possible.

Telephone: 1-888-773-1126 Fax: 807-773-5355

Content:

THE INFORMATION CONTAINED IN THIS TELECOPY IS INTENDED FOR THE USE OF THE RECIPIENT ABOVE. The telecopy may contain privileged, confidential, or undisclosed information. If the reader of this telecopy is not the intended recipient, you are hereby notified that you have received this telecopy in error, and that any review, dissemination, distribution, or copying of it is strictly prohibited. If you have received this in error, please notify us immediately by telephone and return the original transmittal to us by mail. Thank you for your cooperation.

Mail Address:
 86 S. Cumberland Street
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 Fax: (807) 622-3024
 Email: info@nashlaw.com
 Website: www.nashlaw.com



Head Office:
 150 Arundel Drive, Suite 100
 Fort William Post Modern, ON
 P7A 1J7

NALSC

Employee Warning Notice

Employee Information
 Employee Name: Darlene Suggashie Date: March 2, 2015
 Job Title: Community Youth Intervention worker - Pikangikum
 Manager: Vernon Morris Department: DOJ

Type of Warning:
 First Warning Second Warning **Final Warning**

Reason for Warning:
 Professional/Job Error Absenteeism **Violation of Company Policies**
 Substandard Work Rudeness to Clients/Coworkers Violation of Safety Rules

Description of Infraction:
 See attached.

Plan for Improvement:
 See attached.

Consequences of Further Infractions:



By signing this form, you confirm that you understand the information in this warning. The also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

X Employee Darlene Suggashie Manager Vernon Morris Date March 6, 2015