

**EMPLOYMENT CONTRACT**

This agreement made in triplicate this 24th day of June, 2011.

**BETWEEN:**

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

**OF THE FIRST PART**

-and-

**DARLENE SUGGASHIE**  
(hereinafter referred to as the "Community Youth Intervention Worker")

**OF THE SECOND PART**

Nishnawbe Aski Legal Services Corporation hereby employs DARLENE SUGGASHIE to fill the full-time position of Community Youth Intervention Worker. The following shall be the terms and conditions of employment:

**1. TERMS OF REFERENCE**

- 1.1 The Community Youth Intervention Worker undertakes to perform and to be responsible for the duties and responsibilities of the position as outlined in Schedule "A" attached to this Agreement.
- 1.2 The Community Youth Intervention Worker will report to and be responsible to the Talking Together Manager on a day to day basis, and to the Executive Director for overall work performance.

**3. Hours of Work/Accessibility**

- 3.1 The Community Youth Intervention Worker will work five days per week during normal business hours (pursuant to the NALSC Personnel Policies & Procedures Manual) for a minimum of 35 hours per week (deemed as full-time) and such other times as may be required to carry out the functions of the position, with the prior written approval of her supervisor(s) on the day(s) in question.
- 3.2 The Community Youth Intervention Worker agrees to comply with all lawful instructions given by her supervisor or Executive Director or their designates.
- 3.3 The Community Youth Intervention Worker agrees to adhere to all personnel and administrative policies approved by the Board of NALSC (the "NALSC

Personnel Policies & Procedures Manual”) and as administered by the Executive Director.

- 3.4 The Community Youth Intervention Worker is deemed to be a term employee for the purposes and application of the NALSC policies, as amended, and except as otherwise agreed to in this agreement.
- 3.5 The Community Youth Intervention Worker shall generally carry out the duties and responsibilities of employment at Pikangikum First Nation. Travel to NAN First Nations and communities throughout Ontario will be required as part of the duties of employment at the request of NALSC.

#### 4. **CONTRACT TERM**

- 4.1 This Agreement shall be for a period of less than one year starting on July 04, 2011, and ending on March 31, 2012. The Community Youth Intervention Worker agrees to provide the services outlined in Schedule “A” for this period and NALSC agrees to employ the Community Youth Intervention Worker for the length of this term in accordance with the terms and conditions contained in this Agreement.
- 4.2 NALSC further agrees to provide the Community Youth Intervention Worker with notice of its intention to renew or extend this Agreement in anticipation of the contemplated expiry hereof, on such terms as may be agreed upon. Failure of NALSC to provide notice of its intention to extend or renew the contract beyond March 31, 2012 shall be deemed to be notice of the termination/expiration of this Agreement.
- 4.3 The Community Youth Intervention Worker’s performance shall be reviewed by the Restorative Justice Manager. The Community Youth Intervention Worker will receive an evaluation after three months of the execution of this Agreement, pursuant to the probation requirements in the Personnel Policy, identifying strengths and areas for improvement. NALSC reserves the right to evaluate the Community Youth Intervention Worker at any time during the course of this Agreement if it is deemed to be necessary.

## 5. FINANCIAL ARRANGEMENTS

### 5.1 Contract Amount

The Community Youth Intervention Worker shall be paid at a fixed salary of \$37,999.00 per year, and such salary shall be paid bi-weekly, with the mandatory deductions made for E.I., C.P.P., and Income Tax, if applicable.

### 5.2 Benefits

Nishnawbe Aski Legal Services Corporation shall provide the Community Youth Intervention Worker with the following benefits:

- 1) 2 (two) weeks vacation not more than 40 hours total, (pursuant to Personnel Policies and Procedures Manual)
- 2) Sick leave pursuant to the NALSC Personnel Policies and Procedures Manual.

Upon successful completion of the probationary period, the Corporation shall provide these additional benefits;

- 3) Great West Life Group Benefits (pursuant to NALSC Group Plan)
- 4) Great West Life Flexible Accumulated Annuity Plan
- 5) Lieu time based on accumulated overtime as per Sec. 22 of the NALSC Personnel Policies and Procedures Manual (approved at the discretion of the Executive Director).

### 5.3 Travel Expenses

The Community Youth Intervention Worker will be reimbursed for all the travel expenses necessarily incurred in carrying out the duties and responsibilities of employment, provided that advance approval for such expense is provided by her supervisors or Executive Director. Reimbursement will be limited to the following items:

- a) Hotel (room and tax only)
- b) Meals
- c) Economy Airfare
- d) Taxis (receipts required)
- e) Mileage (pursuant to NALSC Mileage Policy and limited to equivalent of one economy round trip fare)

## 6. TERMINATION

6.1 This Agreement may be terminated by NALSC at any time without notice in writing for just cause.

6.2 In addition to the reasons hereinbefore, NALSC may terminate this Agreement without just cause given with two weeks notice or by the payment to the Community Youth Intervention Worker of two weeks pay in lieu of notice, inclusive of benefits.

- 6.3 The Community Youth Intervention Worker hereby acknowledges the unique circumstances of NALSC as a not-for-profit corporation dependent on public funds to operate. As such the programs/projects under which the Community Youth Intervention Worker's services are provided are dependent on the provision of continued funding by the Department of Justice or any other agency or Ministry that may contribute to the continuation of the projects at NALSC. In the event that funding for the programs is ended, then this Agreement will be terminated.

## **7. CONFIDENTIALITY**

- 7.1 The Community Youth Intervention Worker shall treat as private and confidential, both during as well as after this Agreement, any information concerning the affairs of NALSC, any information related to clients of NALSC to which she becomes privy during the course of this Agreement, and agrees not to divulge any such information to any other person. In addition to the foregoing, the Community Youth Intervention Worker shall ensure that any information relating to the identity of clientele will be kept absolutely and strictly confidential and shall not be divulged to any person or organization not entitled to this information whatsoever or howsoever.

Failure to keep all information confidential constitutes a breach of this employment contract entitling NALSC to terminate the agreement without notice.

## **8. CONFLICT OF INTEREST**

- 8.1 The Community Youth Intervention Worker agrees to refrain from any dealings with any business, partnership or undertakings, which do or which have the potential to conflict with any activity of NALSC.

## **9. ASSIGNMENT OF RIGHTS**

- 9.1 The rights, which accrue, to NALSC under this Agreement shall pass to its successors or assigns.
- 9.2 The rights of the Community Youth Intervention Worker under this Agreement are not assignable or transferable in any manner whatsoever.

**10. SEVERABILITY**

10.1 In the event that any provision in this Agreement shall be deemed void or invalid by a court of competent jurisdiction, the remaining provisions shall be and remain in full force and effect.

**11. WAIVER**

11.1 The waiver by either party of any breach or violation of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach or violation of it.

**12. ENTIRE AGREEMENT**

12.1 This Agreement constitutes the entire agreement between the parties with respect to the employment of the Community Youth Intervention Worker and any and all previous agreements, written or oral, express or implied between the parties or on their behalf relating to the employment of the Community Youth Intervention Worker by NALSC are terminated and cancelled and each of the parties releases and forever discharges the other of and from all manner of action, causes of action, claims or demands under or in respect of any agreement.

**13. MODIFICATION OF AGREEMENT**

13.1 Any modification of this Agreement must be in writing, signed by the parties or it shall have no effect and shall be void.

**14. GOVERNING LAW**

14.1 This Agreement shall be governed by and construed in accordance with the laws of the Canada or the Province of Ontario, as the case may be.

**15. HEADINGS**

15.1 The headings utilized in this Agreement are for convenience only and are not to be construed in any way as additions to or limitations of the covenants and Agreements contained in this Agreement.

16. NOTICES

- 16.1 a) Any notice required or permitted to be given to the Community Youth Intervention Worker shall be sufficiently given if delivered to the Community Youth Intervention Worker personally or if mailed by registered mail to the Community Youth Intervention Worker's address last known to NALSC.
- b) Any notice required or permitted to be given to NALSC shall be sufficiently given if mailed by registered mail to the NALSC at its address last known to the Community Youth Intervention Worker.
- c) Any notice given by mail shall be deemed to have been given seventy-two (72) hours after the time it is posted.

17. INDEPENDENT LEGAL ADVICE

- 17.1 The Community Youth Intervention Worker acknowledges that she has read and understands this Agreement, and acknowledges that he has had the opportunity to obtain independent legal advice with respect to it.

IN WITNESS WHEREOF the Parties have duly executed this Agreement this 24<sup>th</sup> day of June 2011, in the City of Thunder Bay, in the Province of Ontario.

SIGNED, SEALED AND DELIVERED

In the presence of:

*Jeffrey Strat*  
 WITNESS  
*Social Development Coordinator*

*Darlene Suggashie*  
 DARLENE SUGGASHIE

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

Per: \_\_\_\_\_  
 I have authority to bind the corporation.  
 Celina Reinberger, Executive Director

Fax Cover

Date: June 24/11.  
To: Keith McKay  
Fax: 807-535-1152  
From: Chantelle  
Re: Employment Contract

Message:

Please sign & fax back

We are transmitting the following 9 pages (including this cover letter). If you do not receive all pages, please call us as soon as possible.

Telephone: 1-800-465-5581 Fax: 807-622-3024

Contact: \_\_\_\_\_

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

Mailing Address:

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

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

E-mail: info@nanlegal.on.ca  
Website:  
http://www.nanlegal.on.ca



Head Office:

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



**NISHNAWBE-ASKI LEGAL SERVICES**  
**Community Youth Intervention Program**

**Community Youth Intervention Employee Contact Information Form:**  
The purpose is to record and to provide information to contact employee when needed.

Name of Employee: *Darlene Suggashie*

Office Phone Number: *807-773-1126*

Office Fax Number: *807-773-5355*

Home Phone Number: *773-5934*

Cell # *212-3308*

Emergency contact number: ~~*416-330-8080*~~

2) Email: *dmsuggashie@nanlegal.on.ca*

Home E-mail: *dsuggashie@yahoo.ca*

3) Home Address:

*P.O. Box - 112*

5) Work Address:

*Pikangikum Hotel*

Other Info:

Signature of Employee	<i>D. Suggashie</i>
Signature of Supervisor	
Date	<i>Sept. 10, 2012</i>



Darlene Suggs

Starting with P. R. #9, going to 40 hours  
b. weekly (same rate.)

$$20.8791 \times 40 = 835.16 \text{ B. weekly.}$$

1.  $2x^2 + 3x - 5$

2.  $x^2 - 4x + 4$

3.  $x^2 + 6x + 9$

4.  $x^2 - 1$

" Amended "  
**EMPLOYMENT CONTRACT**

This agreement made in triplicate this 7th day of February, 2011.

**BETWEEN:**

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

**OF THE FIRST PART**

-and-

**DARLENE SUGGASHIE**  
(hereinafter referred to as the "Community Youth Intervention Worker")

**OF THE SECOND PART**

Nishnawbe Aski Legal Services Corporation hereby employs DARLENE SUGGASHIE to fill the full-time position of Community Youth Intervention Worker. The following shall be the terms and conditions of employment:

**1. TERMS OF REFERENCE**

- 1.1 The Community Youth Intervention Worker undertakes to perform and to be responsible for the duties and responsibilities of the position as outlined in Schedule "A" attached to this Agreement.
- 1.2 The Community Youth Intervention Worker will report to and be responsible to the Talking Together Manager on a day to day basis, and to the Executive Director for overall work performance.

**3. Hours of Work/Accessibility**

- 3.1 The Community Youth Intervention Worker will work five days per week during normal business hours (pursuant to the NALSC Personnel Policies & Procedures Manual) for a minimum of 35 hours per week (deemed as full-time) and such other times as may be required to carry out the functions of the position, with the prior written approval of her supervisor(s) on the day(s) in question.
- 3.2 The Community Youth Intervention Worker agrees to comply with all lawful instructions given by her supervisor or Executive Director or their designates.
- 3.3 The Community Youth Intervention Worker agrees to adhere to all personnel and administrative policies approved by the Board of NALSC (the "NALSC

Personnel Policies & Procedures Manual”) and as administered by the Executive Director.

- 3.4 The Community Youth Intervention Worker is deemed to be a term employee for the purposes and application of the NALSC policies, as amended, and except as otherwise agreed to in this agreement.
- 3.5 The Community Youth Intervention Worker shall generally carry out the duties and responsibilities of employment at Pikangikum First Nation. Travel to NAN First Nations and communities throughout Ontario will be required as part of the duties of employment at the request of NALSC.

#### 4. **CONTRACT TERM**

- 4.1 This Agreement shall be for a period of less than one year starting on February 7, 2011, and ending on March 31, 2011. The Community Youth Intervention Worker agrees to provide the services outlined in Schedule “A” for this period and NALSC agrees to employ the Community Youth Intervention Worker for the length of this term in accordance with the terms and conditions contained in this Agreement.
- 4.2 NALSC further agrees to provide the Community Youth Intervention Worker with notice of its intention to renew or extend this Agreement in anticipation of the contemplated expiry hereof, on such terms as may be agreed upon. Failure of NALSC to provide notice of its intention to extend or renew the contract beyond March 31, 2011 shall be deemed to be notice of the termination/expiry of this Agreement.
- 4.3 The Community Youth Intervention Worker’s performance shall be reviewed by the Talking Together Manager. The Community Youth Intervention Worker will receive an evaluation after four months of the execution of this Agreement, pursuant to the probation requirements in the Personnel Policy, identifying strengths and areas for improvement. NALSC reserves the right to evaluate the Community Youth Intervention Worker at any time during the course of this Agreement if it is deemed to be necessary.

## 5. FINANCIAL ARRANGEMENTS

### 5.1 Contract Amount

The Community Youth Intervention Worker shall be paid at a fixed salary of \$38,000.00 per year, and such salary shall be paid bi-weekly, with the mandatory deductions made for E.I., C.P.P., and Income Tax, if applicable.

### 5.2 Benefits

Nishnawbe Aski Legal Services Corporation shall provide the Community Youth Intervention Worker with the following benefits:

- 1) Sick leave pursuant to the NALSC Personnel Policies and Procedures Manual.

### 5.3 Travel Expenses

The Community Youth Intervention Worker will be reimbursed for all the travel expenses necessarily incurred in carrying out the duties and responsibilities of employment, provided that advance approval for such expense is provided by her supervisors or Executive Director. Reimbursement will be limited to the following items:

- a) Hotel (room and tax only)
- b) Meals
- c) Economy Airfare
- d) Taxis (receipts required)
- e) Mileage (pursuant to NALSC Mileage Policy and limited to equivalent of one economy round trip fare)

## 6. TERMINATION

6.1 This Agreement may be terminated by NALSC at any time without notice in writing for just cause.

6.2 In addition to the reasons hereinbefore, NALSC may terminate this Agreement without just cause given with two weeks notice or by the payment to the Community Youth Intervention Worker of two weeks pay in lieu of notice, inclusive of benefits.

6.3 The Community Youth Intervention Worker hereby acknowledges the unique circumstances of NALSC as a not-for-profit corporation dependent on public funds to operate. As such the programs/projects under which the Community Youth Intervention Worker's services are provided are dependent on the provision of continued funding by the Department of Justice or any other agency or Ministry that may contribute to the continuation of the projects at NALSC. In the event that funding for the programs is ended, then this Agreement will be terminated.

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of NALSC, any information related to clients of NALSC to which she becomes privy during the course of this Agreement, and agrees not to divulge any such information to any other person. In addition to the foregoing, the Community Youth Intervention Worker shall ensure that any information relating to the identity of clientele will be kept absolutely and strictly confidential and shall not be divulged to any person or organization not entitled to this information whatsoever or howsoever.

Failure to keep all information confidential constitutes a breach of this employment contract entitling NALSC to terminate the agreement without notice.

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8.1 The Community Youth Intervention Worker agrees to refrain from any dealings with any business, partnership or undertakings, which do or which have the potential to conflict with any activity of NALSC.

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

9.2 The rights of the Community Youth Intervention Worker under this Agreement are not assignable or transferable in any manner whatsoever.

**10. SEVERABILITY**

10.1 In the event that any provision in this Agreement shall be deemed void or invalid by a court of competent jurisdiction, the remaining provisions shall be and remain in full force and effect.

**11. WAIVER**

11.1 The waiver by either party of any breach or violation of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach or violation of it.

**12. ENTIRE AGREEMENT**

12.1 This Agreement constitutes the entire agreement between the parties with respect to the employment of the Community Youth Intervention Worker and any and all previous agreements, written or oral, express or implied between the parties or on their behalf relating to the employment of the Community Youth Intervention Worker by NALSC are terminated and cancelled and each of the parties releases and forever discharges the other of and from all manner of action, causes of action, claims or demands under or in respect of any agreement.

**13. MODIFICATION OF AGREEMENT**

13.1 Any modification of this Agreement must be in writing, signed by the parties or it shall have no effect and shall be void.

**14. GOVERNING LAW**

14.1 This Agreement shall be governed by and construed in accordance with the laws of the Canada or the Province of Ontario, as the case may be.

**15. HEADINGS**

15.1 The headings utilized in this Agreement are for convenience only and are not to be construed in any way as additions to or limitations of the covenants and Agreements contained in this Agreement.

**16. NOTICES**

- 16.1 a) Any notice required or permitted to be given to the Community Youth Intervention Worker shall be sufficiently given if delivered to the Community Youth Intervention Worker personally or if mailed by registered mail to the Community Youth Intervention Worker's address last known to NALSC.
- b) Any notice required or permitted to be given to NALSC shall be sufficiently given if mailed by registered mail to the NALSC at its address last known to the Community Youth Intervention Worker.
- c) Any notice given by mail shall be deemed to have been given seventy-two (72) hours after the time it is posted.

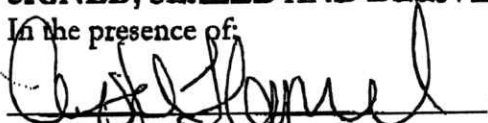
**17. INDEPENDENT LEGAL ADVICE**

- 17.1 The Community Youth Intervention Worker acknowledges that she has read and understands this Agreement, and acknowledges that he has had the opportunity to obtain independent legal advice with respect to it.

**IN WITNESS WHEREOF** the Parties have duly executed this Agreement this 9<sup>th</sup> day of February 2011, in the city of Thunder Bay, in the Province of Ontario.

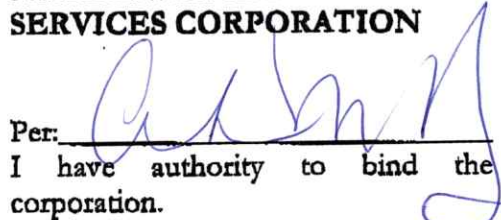
**SIGNED, SEALED AND DELIVERED**

In the presence of:

  
 WITNESS  
 YIW

  
 DARLENE SUGGASHIE

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION**

Per:   
 I have authority to bind the corporation.





From the Desk Of:

*Darlene Suggashie*

YOUTH INTERVENTION WORKER

Pikangikum First Nation  
 Nishnawbe Aski Nation Legal Services  
 Box 58 POV 2L0  
 Tele: 807-773-1126  
 Fax: 807-773-5355  
 Toll Free: 1-877-773-1126

Facsimile Transmittal Cover Sheet

To:	<i>Arlene Dodge</i>	Fax:	<i>807-622-5355</i>
From:	Pikagikum Youth Intervention Worker	Date:	
Re:	<i>Contract</i>	Pages:	<i>2</i>
Cc:			

Comment:

**EMPLOYMENT CONTRACT**

This agreement made in triplicate this 26th day of November, 2010.

**BETWEEN:**

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

**OF THE FIRST PART**

-and-

**DARLENE SUGGASHIE**  
(hereinafter referred to as the "Community Youth Intervention Worker")

**OF THE SECOND PART**

Nishnawbe Aski Legal Services Corporation hereby employs DARLENE SUGGASHIE to fill the full-time position of Community Youth Intervention Worker. The following shall be the terms and conditions of employment:

**1. TERMS OF REFERENCE**

- 1.1 The Community Youth Intervention Worker undertakes to perform and to be responsible for the duties and responsibilities of the position as outlined in Schedule "A" attached to this Agreement.
- 1.2 The Community Youth Intervention Worker will report to and be responsible to the Talking Together Manager on a day to day basis, and to the Executive Director for overall work performance.

**3. Hours of Work/Accessibility**

- 3.1 The Community Youth Intervention Worker will work five days per week during normal business hours (pursuant to the NALSC Personnel Policies & Procedures Manual) for a minimum of 35 hours per week (deemed as full-time) and such other times as may be required to carry out the functions of the position, with the prior written approval of her supervisor(s) on the day(s) in question.
- 3.2 The Community Youth Intervention Worker agrees to comply with all lawful instructions given by her supervisor or Executive Director or their designates.
- 3.3 The Community Youth Intervention Worker agrees to adhere to all personnel and administrative policies approved by the Board of NALSC (the "NALSC

Personnel Policies & Procedures Manual”) and as administered by the Executive Director.

- 3.4 The Community Youth Intervention Worker is deemed to be a term employee for the purposes and application of the NALSC policies, as amended, and except as otherwise agreed to in this agreement.
- 3.5 The Community Youth Intervention Worker shall generally carry out the duties and responsibilities of employment at Pikangikum First Nation. Travel to NAN First Nations and communities throughout Ontario will be required as part of the duties of employment at the request of NALSC.

#### 4. **CONTRACT TERM**

- 4.1 This Agreement shall be for a period of less than one year starting on August 25, 2010, and ending on December 31, 2010. The Community Youth Intervention Worker agrees to provide the services outlined in Schedule “A” for this period and NALSC agrees to employ the Community Youth Intervention Worker for the length of this term in accordance with the terms and conditions contained in this Agreement.
- 4.2 NALSC further agrees to provide the Community Youth Intervention Worker with notice of its intention to renew or extend this Agreement in anticipation of the contemplated expiry hereof, on such terms as may be agreed upon. Failure of NALSC to provide notice of its intention to extend or renew the contract beyond December 31, 2010 shall be deemed to be notice of the termination/expiration of this Agreement.
- 4.3 The Community Youth Intervention Worker’s performance shall be reviewed by the Talking Together Manager. The Community Youth Intervention Worker will receive an evaluation after four months of the execution of this Agreement, pursuant to the probation requirements in the Personnel Policy, identifying strengths and areas for improvement. NALSC reserves the right to evaluate the Community Youth Intervention Worker at any time during the course of this Agreement if it is deemed to be necessary.

## 5. FINANCIAL ARRANGEMENTS

### 5.1 Contract Amount

The Community Youth Intervention Worker shall be paid at a fixed salary of \$38,000.00 per year, and such salary shall be paid bi-weekly, with the mandatory deductions made for E.I., C.P.P., and Income Tax, if applicable.

### 5.2 Benefits

Nishnawbe Aski Legal Services Corporation shall provide the Community Youth Intervention Worker with the following benefits:

- 5/6  
20  
/
- 1) 2 (two) weeks vacation not more than 40 hours total, (pursuant to Personnel Policies and Procedures Manual)
  - 2) Sick leave pursuant to the NALSC Personnel Policies and Procedures Manual.

Upon successful completion of the probationary period, the Corporation shall provide these additional benefits;

- 3) Great West Life Group Benefits (pursuant to NALSC Group Plan)
- 4) Great West Life Flexible Accumulated Annuity Plan
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**IN WITNESS WHEREOF** the Parties have duly executed this Agreement this 26<sup>th</sup> day of November 2010, in the City of Thunder Bay, in the Province of Ontario.

**SIGNED, SEALED AND DELIVERED**

In the presence of:

Bina councillor Hills Quill  
WITNESS

D. Suggashie  
DARLENE SUGGASHIE

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION**

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

**Lee Brown**

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**From:** Darlene M. Suggashie <dmsuggashie@nanlegal.on.ca>  
**Sent:** Thursday, September 16, 2010 10:18 AM  
**To:** lbrown@nanlegal.on.ca  
**Subject:** pay cheque

goodmorning

I was wondering if you have strighten out my hourly rate, could you send it by 'Comad' so it can get to me tommorow because "Ontario Works" have cut me off from there financial services 2 weeks ago and im running out of food


thank you

Darlene Suggashie  
Youth Intervention Worker  
Pikangkum Ontario  
tel:807 773 1126  
fax: 807 773 5355  
toll free: 877 773 1126



Dear Employer,

My banking information has changed and this form is to provide you with my new account information in place of a voided cheque. Effective \_\_\_\_\_ (date), please update your records and deposit my pay cheque into the following CIBC Account (Transit No. 00497, Institution No. 010, Account No. 5592283).

DARLENE M SUGGASHIE	
PIKANGIKUM Ontario CANADA P0V 2L0	
Pay to the order of _____	_____ 20
	\$ _____
	/100 Dollars
 Canadian Imperial Bank of Commerce	
Memo _____	_____
00497 010 5592283	

**VOID**

Thank you,

Signed \_\_\_\_\_

Transit # 00497  
Institution No. 010  
Account No. 5592283

Darlene Suggashie  
Youth Intervention Worker

Lee Brown

**From:** Arlene M. Dodge <adodge@nanlegal.on.ca>  
**Sent:** Monday, September 13, 2010 3:26 PM  
**To:** lbrown@nanlegal.on.ca  
**Subject:** Salaries - Darlene Suggashie and Sheperd Wynne

Lee,

The following are the salaries for:

\$ 21,704.80

1. ~~Darlene Suggashie.....\$25,750/yr.....+ benefits.....@20 hours a week~~
2. Sheperd Wynne.....\$15,000/yr.....(-) benefits.....@ 15 hours a week  
75 Amisk, P.O. Box 176 Kashechewan, ON  
Res: 705-275-4601  
Dob: Jan 7, 1975
3. Ryan Sakakeep (KI) will be scaled back to part-time....\$20,000/yr.....+benefits.... EFFECTIVE IMMEDIATELY

Arlene M. Dodge, B.A., LL. B  
Talking Together Manager  
Nishnawbe-Aski Legal Services  
86 South Cumberland Street  
Thunder Bay, ON P7B 2V3  
T: 807-622-1413  
F: 807-622-3024

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~~$\frac{\$25750}{26} = 990.38 \text{ biweekly} \div 40 \text{ hours} = 24.7596$~~

some rate as  
Gondie Suggashie  
+ Damon Hejich

$40 \times 20.87 = 83480$   
 $= 21,704.80$

20.8791

5651 MCYSYI

Darlene Suggashie

**Zelda Watt**

---

**From:** Darren Kejick <dkejick@nanlegal.on.ca>  
**Sent:** Monday, August 30, 2010 2:27 PM  
**To:** adodge@nanlegal.on.ca  
**Cc:** zwatt@nanlegal.on.ca  
**Attachments:** darlene weekly report Aug23-Aug27.xls; Darlene's Timesheet August 27 2010.doc

my SIN number is 533 268 983  
my statues card number is 2080134701  
do you need me to photocopy that .  
and my DOB is October 28 1982

] No

I dont have a bank card, would it be ok to use my fiance's card  
i can give u the information if thats ok to use his card

] No

Darlene Suggashie  
Youth Intervention Worker  
Pikangikum Ontario  
tel: 807 773 1126  
fax: 807 773 5355  
toll free: 1 877 773 1126

Box 112 ✓  
Pikangikum  
POV 2LO

Start date Aug 25/10

EMPLOYMENT CONTRACT

**COPY**

This agreement made in triplicate this 26th day of November, 2010.

**BETWEEN:**

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

**OF THE FIRST PART**

-and-

**DARLENE SUGGASHIE**  
(hereinafter referred to as the "Community Youth Intervention Worker")

**OF THE SECOND PART**

Nishnawbe Aski Legal Services Corporation hereby employs DARLENE SUGGASHIE to fill the full-time position of Community Youth Intervention Worker. The following shall be the terms and conditions of employment:

**1. TERMS OF REFERENCE**

- 1.1 The Community Youth Intervention Worker undertakes to perform and to be responsible for the duties and responsibilities of the position as outlined in Schedule "A" attached to this Agreement.
- 1.2 The Community Youth Intervention Worker will report to and be responsible to the Talking Together Manager on a day to day basis, and to the Executive Director for overall work performance.

**3. Hours of Work/Accessibility**

- 3.1 The Community Youth Intervention Worker will work five days per week during normal business hours (pursuant to the NALSC Personnel Policies & Procedures Manual) for a minimum of 35 hours per week (deemed as full-time) and such other times as may be required to carry out the functions of the position, with the prior written approval of her supervisor(s) on the day(s) in question.
- 3.2 The Community Youth Intervention Worker agrees to comply with all lawful instructions given by her supervisor or Executive Director or their designates.
- 3.3 The Community Youth Intervention Worker agrees to adhere to all personnel and administrative policies approved by the Board of NALSC (the "NALSC")

Personnel Policies & Procedures Manual”) and as administered by the Executive Director.

- 3.4 The Community Youth Intervention Worker is deemed to be a term employee for the purposes and application of the NALSC policies, as amended, and except as otherwise agreed to in this agreement.
- 3.5 The Community Youth Intervention Worker shall generally carry out the duties and responsibilities of employment at Pikangikum First Nation. Travel to NAN First Nations and communities throughout Ontario will be required as part of the duties of employment at the request of NALSC.

#### 4. **CONTRACT TERM**

##### 4.1

This Agreement shall be for a period of less than one year starting on August 25, 2010, and ending on December 31, 2010. The Community Youth Intervention Worker agrees to provide the services outlined in Schedule “A” for this period and NALSC agrees to employ the Community Youth Intervention Worker for the length of this term in accordance with the terms and conditions contained in this Agreement.

##### 4.2

NALSC further agrees to provide the Community Youth Intervention Worker with notice of its intention to renew or extend this Agreement in anticipation of the contemplated expiry hereof, on such terms as may be agreed upon. Failure of NALSC to provide notice of its intention to extend or renew the contract beyond December 31, 2010 shall be deemed to be notice of the termination/expiration of this Agreement.

##### 4.3

The Community Youth Intervention Worker’s performance shall be reviewed by the Talking Together Manager. The Community Youth Intervention Worker will receive an evaluation after four months of the execution of this Agreement, pursuant to the probation requirements in the Personnel Policy, identifying strengths and areas for improvement. NALSC reserves the right to evaluate the Community Youth Intervention Worker at any time during the course of this Agreement if it is deemed to be necessary.

5. FINANCIAL ARRANGEMENTS

5.1 Contract Amount

The Community Youth Intervention Worker shall be paid at a fixed salary of \$38,000.00 per year, and such salary shall be paid bi-weekly, with the mandatory deductions made for E.I., C.P.P., and Income Tax, if applicable.

5.2 Benefits

Nishnawbe Aski Legal Services Corporation shall provide the Community Youth Intervention Worker with the following benefits:

- 1) 2 (two) weeks vacation not more than 40 hours total, (pursuant to Personnel Policies and Procedures Manual)
- 2) Sick leave pursuant to the NALSC Personnel Policies and Procedures Manual.

Upon successful completion of the probationary period, the Corporation shall provide these additional benefits;

- 3) Great West Life Group Benefits (pursuant to NALSC Group Plan)
- 4) Great West Life Flexible Accumulated Annuity Plan
- 5) Lieu time based on accumulated overtime as per Sec. 22 of the NALSC Personnel Policies and Procedures Manual (approved at the discretion of the Executive Director).

5.3 Travel Expenses

The Community Youth Intervention Worker will be reimbursed for all the travel expenses necessarily incurred in carrying out the duties and responsibilities of employment, provided that advance approval for such expense is provided by her supervisors or Executive Director. Reimbursement will be limited to the following items:

- a) Hotel (room and tax only)
- b) Meals
- c) Economy Airfare
- d) Taxis (receipts required)
- e) Mileage (pursuant to NALSC Mileage Policy and limited to equivalent of one economy round trip fare)

6. TERMINATION

6.1 This Agreement may be terminated by NALSC at any time without notice in writing for just cause.

6.2 In addition to the reasons hereinbefore, NALSC may terminate this Agreement without just cause given with two weeks notice or by the payment to the Community Youth Intervention Worker of two weeks pay in lieu of notice, inclusive of benefits.

- 6.3 The Community Youth Intervention Worker hereby acknowledges the unique circumstances of NALSC as a not-for-profit corporation dependent on public funds to operate. As such the programs/projects under which the Community Youth Intervention Worker's services are provided are dependent on the provision of continued funding by the Department of Justice or any other agency or Ministry that may contribute to the continuation of the projects at NALSC. In the event that funding for the programs is ended, then this Agreement will be terminated.

**7. CONFIDENTIALITY**

- 7.1 The Community Youth Intervention Worker shall treat as private and confidential, both during as well as after this Agreement, any information concerning the affairs of NALSC, any information related to clients of NALSC to which she becomes privy during the course of this Agreement, and agrees not to divulge any such information to any other person. In addition to the foregoing, the Community Youth Intervention Worker shall ensure that any information relating to the identity of clientele will be kept absolutely and strictly confidential and shall not be divulged to any person or organization not entitled to this information whatsoever or howsoever.

Failure to keep all information confidential constitutes a breach of this employment contract entitling NALSC to terminate the agreement without notice.

**8. CONFLICT OF INTEREST**

- 8.1 The Community Youth Intervention Worker agrees to refrain from any dealings with any business, partnership or undertakings, which do or which have the potential to conflict with any activity of NALSC.

**9. ASSIGNMENT OF RIGHTS**

- 9.1 The rights, which accrue, to NALSC under this Agreement shall pass to its successors or assigns.
- 9.2 The rights of the Community Youth Intervention Worker under this Agreement are not assignable or transferable in any manner whatsoever.

**10. SEVERABILITY**

10.1 In the event that any provision in this Agreement shall be deemed void or invalid by a court of competent jurisdiction, the remaining provisions shall be and remain in full force and effect.

**11. WAIVER**

11.1 The waiver by either party of any breach or violation of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach or violation of it.

**12. ENTIRE AGREEMENT**

12.1 This Agreement constitutes the entire agreement between the parties with respect to the employment of the Community Youth Intervention Worker and any and all previous agreements, written or oral, express or implied between the parties or on their behalf relating to the employment of the Community Youth Intervention Worker by NALSC are terminated and cancelled and each of the parties releases and forever discharges the other of and from all manner of action, causes of action, claims or demands under or in respect of any agreement.

**13. MODIFICATION OF AGREEMENT**

13.1 Any modification of this Agreement must be in writing, signed by the parties or it shall have no effect and shall be void.

**14. GOVERNING LAW**

14.1 This Agreement shall be governed by and construed in accordance with the laws of the Canada or the Province of Ontario, as the case may be.

**15. HEADINGS**

15.1 The headings utilized in this Agreement are for convenience only and are not to be construed in any way as additions to or limitations of the covenants and Agreements contained in this Agreement.



16. NOTICES

- 16.1 a) Any notice required or permitted to be given to the Community Youth Intervention Worker shall be sufficiently given if delivered to the Community Youth Intervention Worker personally or if mailed by registered mail to the Community Youth Intervention Worker's address last known to NALSC.
- b) Any notice required or permitted to be given to NALSC shall be sufficiently given if mailed by registered mail to the NALSC at its address last known to the Community Youth Intervention Worker.
- c) Any notice given by mail shall be deemed to have been given seventy-two (72) hours after the time it is posted.

17. INDEPENDENT LEGAL ADVICE

- 17.1 The Community Youth Intervention Worker acknowledges that she has read and understands this Agreement, and acknowledges that he has had the opportunity to obtain independent legal advice with respect to it.

IN WITNESS WHEREOF the Parties have duly executed this Agreement this 26<sup>th</sup> day of November 2010, in the City of Thunder Bay, in the Province of Ontario.

SIGNED, SEALED AND DELIVERED

In the presence of:

Bina councillor Hilda Quill  
 WITNESS

D. Suggashie  
 DARLENE SUGGASHIE

NISHINAWBE-ASKI LEGAL SERVICES CORPORATION

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

**16. NOTICES**

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- b) Any notice required or permitted to be given to NALSC shall be sufficiently given if mailed by registered mail to the NALSC at its address last known to the Community Youth Intervention Worker.
- c) Any notice given by mail shall be deemed to have been given seventy-two (72) hours after the time it is posted.

**17. INDEPENDENT LEGAL ADVICE**

- 17.1 The Community Youth Intervention Worker acknowledges that she has read and understands this Agreement, and acknowledges that he has had the opportunity to obtain independent legal advice with respect to it.

**IN WITNESS WHEREOF** the Parties have duly executed this Agreement this 24<sup>th</sup> day of June 2011, in the City of Thunder Bay, in the Province of Ontario.

**SIGNED, SEALED AND DELIVERED**

In the presence of:

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**DARLENE SUGGASHIE**

**NISHNAWBE-ASKI LEGAL  
SERVICES CORPORATION**

Per: \_\_\_\_\_  
I have authority to bind the  
corporation.  
Celina Reitberger, Executive Director

DARLENE SUGGASHIE ✓  
P.O.BOX 112  
PIKANGIKUM ONTARIO  
P0V 2L0  
(807) 773 5939

→ laurus @ SO  
→ P.O. @ NAPS  
↓  
Jessica Stander

Aduday 10:00  
Pikangikum  
257K Ct

---

Applying for: Youth Intervention Worker

Objective(s): to gain work experience and to continue using the education I have received to further and expand my horizons

Education: 2010 GED grade 12  
White Feather ASEP Training Program  
Pikangikum ON P0V 2L0

Work History: I am in the process of developing more employment skills through the education I had just recently accomplished

Skills: Able to speak in English and Ojibway  
Willing and able to travel when required to do so  
Read and write English and Ojibway  
Reliable and great with children since i babysit for my older brothers and sister  
I am computer literate and interested in learning more about them

Reference(s): Available upon request

Available