



KINNA-AWEYA LEGAL CLINIC
Board of Directors' Meeting
Saturday, July 24, 2021
Minutes

Present: Alta Fenton, Audrey Achneepineskum, Candace Davies, Mary Day, Michael Deschamps, Sally Colquhoun, Beth Ponka

Elder: Nathaniel Moses

Regrets: Robyn Medicine, Bonnie Vermette

1. Opening and Welcome

An opening ceremony was done by Elder Nathaniel Moses. Alta welcomed everyone to the meeting.

2. Declarations of Conflict of Interest

Alta asked if there were any conflicts of interest. None declared.

3. Agenda

MOTION #1

TO accept the agenda, as presented.

MOVED BY: Audrey Achneepineskum

SECONDED BY: Michael Deschamps

CARRIED.

4. Minutes of Previous Meeting

4.1 May 1, 2021

MOTION #2

TO accept the minutes of the May 1, 2021 Board of Director's meeting as presented.

MOVED BY: Michael Deschamps

SECONDED BY: Audrey Achneepineskum

CARRIED.

5. Reports

5.1 Statistical Report for the period ended June 30, 2021

Sally presented the statistical report for the quarter. Stats remain lower than usual due to the pandemic. There were a large number of income tax returns done which resulted in a large amount of money being obtained for clients. Concerns were expressed regarding clients being able to access their hearings due to technology. The breakdown in the statistics of the communities is appreciated.

5.2 Coordinator of Legal Services

Sally's report was sent in advance and is attached to the minutes. There were questions regarding being short staffed for the next while until Claire Littleton returns. Sally explained that this was due to Larissa Speak going on a leave of absence starting next week and staff on vacation. Melanie MacKenzie is to work full-time for three months starting August 16, 2021, when she is back from vacation.

MOTION #3

TO accept Sally Colquhoun's Coordinator of Legal Services report.

MOVED BY: Candace Davies

SECONDED BY: Audrey Achneepineskum

CARRIED.

5.3 Financial Report for the period ended June 30, 2021

Beth presented the financial report for the quarter. We have a significant surplus that is projected to increase. The \$18,000 COVID amount we are expecting from LAO will be processed after LAO reviews our Audited Financial Statements. Beth provided explanations on some items.

MOTION #4

TO approve the financial report for the period ended June 30, 2021.

MOVED BY: Mary Day

SECONDED BY: Candace Davies

CARRIED.

5.4 Director of Administration Report

Beth's report was sent in advance and is attached to the minutes of the meeting. Beth explained the role of the Housing Support Navigator – to help clients access resources, and the Housing Intake Worker – to identify housing issues and if they qualify for our services. We will probably have only one position funded and we are expected to hear by the end of July.

An application for funding from the Ontario Trillium Foundation's Community Resilience Fund for the Awenen Niin ID services program is being submitted. Beth requested a motion to support this application for funding.

MOTION #5

TO support the application for funding to the Ontario Trillium Foundation's Community Resilience Fund for the Awenen Niin ID services program in the amount of \$150,000, due December 8, 2021.

MOVED BY: Audrey Achneepineskum

SECONDED BY: Michael Deschamps

CARRIED.

Other specific items identified by Beth such as the allocation of the additional 2% funding received will be addressed under agenda item 7.1 as well as the request for a board motion on the Geraldton lease. The request for a board motion for a three year term for MNP to remain as auditors will be dealt with under agenda item 7.4

MOTION #6

TO accept Beth Ponka's Director of Administration report.

MOVED BY: Candace Davies

SECONDED BY: Mary Day

CARRIED.

5.5 Executive Meeting Report

The executive met on July 20, 2021. All items discussed will be covered under the appropriate agenda items today. The next Executive meeting is scheduled for August 10, 2021.

5.6 Staff Reports

Reports were received from Molly MacDonald and Chantal Walterson. The Board had no questions regarding these reports. Audrey commented that she and Chantal have been collaborating more, particularly on tenant eviction matters, with good outcomes for clients. The Management Team was asked to thank the individual staff members for their report and the work they are doing.

5.7 Awenen Niin ID Services Update

Copies of the Executive Summary prepared by Dr. Burnett and Dr. Sanders were distributed to the Board. Dr. Burnett and Dr. Sanders will be our featured speakers at the upcoming AGM and will present their findings to the membership.

5.8 Community Updates

Geraldton – Audrey spoke about the housing problems in the Greenstone area. She has been working on these housing issues with Chantal. Opioids is also a major problem in the communities.

Marathon – Michael had no update.

Nipigon – Candace noted that having social service professionals on the Board promotes agency collaborations and helps improve services to our communities. She is the Chair of the Nipigon Situation Table and would like Kinna-awaya Legal Clinic to consider participating. She mentioned the Lifeguard app and thought Kinna-awaya Legal Clinic could be one of the

resources referenced in the app. Sally will follow-up. Beth will follow-up about Naloxone certification for staff.

Armstrong – Whitesand is still on lockdown and they aren't planning to take down the barricade until they have a higher percentage of people who are double-vaccinated. We may have to move the ACM to the ARDC building in Armstrong – Mary will look into it and let Beth know. She has no news about Gull Bay/KZA.

6. **Business Arising**

6.1 Management Team Evaluations & Policy

Alta and Candace met with Beth and Sally to discuss their evaluations on June 25, 2021. It went well. Alta presented a summary of the evaluations for each of the managers. LAO has been advised that the management team evaluations are completed.

The management team evaluation policy has been updated to reflect the actual unfolding of the process that happened this year; updates include: the ratings for the Seven Grandfather teachings were removed; the strategic goals page was updated to explain how the goals are being measured/evaluated; a management team Goal Plan has been developed to form part of the process. Beth will edit the titles so that they are consistent with "Management Team Performance Review". The most recent version is dated July 21, 2021.

MOTION #7

TO approve the Management Team Evaluation Policy and Evaluation forms as stated above.

MOVED BY: Michael Deschamps

SECONDED BY: Candace Davies

CARRIED.

6.2 Board & Staff Annual Strategic Planning Session

The annual board and staff strategic planning session was held on March 27, 2021, via zoom. Diane Walker prepared a summary report and the presentations by staff have been added to the package and the medicine wheel has been updated. The strategic plan is for the period 2018-2023, updated to reflect our current priorities.

MOTION #8

TO approve the updates on the Medicine Wheel to the clinic's 2018-23 Five Year Strategic Plan.

MOVED BY: Candace Davies

SECONDED BY: Mary Day

CARRIED.

The Board Work Plan will be reviewed and discussed at the next meeting.

LUNCH

The group broke for lunch and Nathaniel did a teaching.

6.3 Board Supports

Laptops are available for all Board members. In the future we are hoping to use the Board portal located on the KALC web-site on a regular basis for storing and accessing information for Board members: www.kalc.ca

In this year's budget a \$50 per month stipend was approved to help support board members with phone, internet, and other costs to help them be effective Board members. If anyone needs any help with any other resources/supports, please let Beth know.

6.4 Clinic Modernization Update

A letter was submitted to LAO before May 21, 2021, addressing our concerns regarding the draft rules. To date we have had no news or reply to our letter. ACLCO has been meeting regularly with senior management at LAO to represent clinic concerns and the clinic position.

6.5 By-Law Amendments

Copies of the amended by-laws were distributed and reviewed. It was agreed to update the term "Aboriginal"; the terms Indigenous, Aboriginal, and Anishinaabe were discussed. After discussion the group agreed on "Indigenous".

The updated by-laws will be presented at the Area Community Meetings and will be presented to the membership at the Annual General Meeting for ratification.

7. **New Business**

7.1 2021-22 Budget and 2% Funding Increase

The updated budget was reviewed and discussed. In addition to updates to expenses to reflect current financial information, the additional 2% funding increase has been added to our revenue and is being held in our "Contingency Fund" temporarily.

MOTION#9

TO approve negotiating a new lease agreement with the Geraldton landlord for five years at the rate of \$1,000 per month, effective April 1, 2021.

MOVED BY: Michael Deschamps

SECONDED BY: Mary Day

CARRIED.

Beth will gather additional information regarding the possibility of creating a new part-time Indigenous Justice Coordinator position.

The Board reviewed the proposed salary increases on the schedule provided by Beth.

MOTION#10

TO approve the proposed salaries for a total amount of \$37,896 plus MERCs for 2021-22 (schedule attached to the minutes).

MOVED BY: Candace Davies

SECONDED BY: Mary Day

CARRIED.

7.2 Human Rights Legal Support Centre

A Memorandum of Understanding has been drafted by HRLSC whereby they will provide \$300 per month in exchange for our office providing an in-person point of contact for their clients to drop off documents and we will send them by courier to HRLSC. Beth will sign the MOU on behalf of Kinna-aweya Legal Clinic.

7.3 Area Community Meetings and Annual General Meeting

The dates and locations have been confirmed for the ACMs and AGM - schedule attached to the minutes.

7.4 Audited Financial Statements 2020-21

Copies of the draft AFS were distributed previously to Board members. Beth presented the AFS and answered questions regarding the statements. MNP has to make a couple of minor changes to the draft copy.

MOTION#11

TO approve the Audited Financial Statement for the fiscal year ended March 31, 2021, as prepared by MNP.

MOVED BY: Candace Davies

SECONDED BY: Audrey Achneepineskum

CARRIED.

7.5 Audit RFQ 2021-22 to 2023-24

As detailed in Beth's report, a RFQ process was followed. Six RFQs were sent out and two companies responded: MNP and LCPS. Beth recommends appointing MNP as the auditor for the next three year fiscal years.

MOTION#12

TO appoint MNP as the clinic's auditors for the three-year period commencing with fiscal year 2021-22.

MOVED BY: Candace Davies

SECONDED BY: Michael Deschamps

CARRIED.

7.6 Board Self Evaluation Policy

Alta updated the policy and the forms, which were distributed to Board members and reviewed.

MOTION#13

TO approve the Board Self-Evaluation Policy and the two questionnaires.

MOVED BY: Michael Deschamps

SECONDED BY: Candace Davies

CARRIED.

All Board members present completed the Board Self-Evaluation and the Board Member Self Evaluation Questionnaire. These were collected by Alta who will summarize the information which will be used in formulating the Board Work Plan.

8. **Correspondence**

Beth shared highlights of the correspondence received – summary attached to the minutes.

9. **Next Meeting**

A Board meeting will be scheduled the first week of October 2021.

A Board meeting will be held on Saturday, October 23, 2021, following the Annual General Meeting.

Meeting adjourned at 4:00 p.m.

KINNA-AWEYA LEGAL CLINIC
Correspondence
for Board meeting July 24, 2021

Date	From	Subject
July 21, 2021	General – CLSD Communications (LAO)	Errors and Omissions Insurance Clarification
July 20, 2021	Lenny Abramowicz/ACLCO Executive	ACLCO Membership Dues
July 7, 2021	ACLCO	Community Legal Clinic - Board Member Resources – New Resources Available
June 25, 2021	MNP	Proposal for Audit Services
June 24, 2021	LCPS Chartered Professional Accountants	Response to Request for Proposal to Provide External Audit Services
June 17, 2021	Paul Pinkerton	NEW! Community Legal Clinics – Board Member Resources
June 2, 2021	Paul Pinkerton	Webinars for Board Members
May 2021	Dr. Kristin Burnett and Dr. Chris Sanders	Awenen Niin Program Evaluation: Data, Lessons, Recommendations and Next Steps
May 24, 2021	ACLCO	2020 Annual Report - Ontario’s Community Legal Clinics
May 3, 2021	Reconciliation Education	Reconciliation in Education course – additional trainees