

**KINNA-AWEYA LEGAL CLINIC
BOARD OF DIRECTORS' MEETING
Saturday, November 27, 2021
9:30 a.m.
Valhalla Inn, Thunder Bay, Ontario**

1. **Opening and Welcome**
2. **Declarations of Conflict of Interest**
3. **Review/Acceptance of Agenda**
4. **Review/Acceptance of Minutes of Previous Meeting**
 - 4.1 October 23, 2021
5. **Reports**
 - 5.1 Coordinator of Legal Services Report
 - 5.2 Director of Administration Report
 - 5.3 Staff Reports
 - 5.4 Executive Committee Report
 - 5.5 Community Updates
6. **Business Arising**
 - 6.1 Board & Staff Annual Strategic Planning Session
 - 6.2 Board Work Plan
 - 6.3 Clinic Modernization
 - 6.4 By-Laws
7. **New Business**
 - 7.1 2022 Clinic Calendar of Events
 - 7.2 Insurance Coverage
 - 7.3 Christmas and New Years
8. **Correspondence**
9. **Next Meeting – Saturday, January 29, 2022**

**KINNA-AWEYA LEGAL CLINIC
BOARD OF DIRECTOR'S MEETING
Saturday, October 23, 2021
Valhalla Inn, Thunder Bay, Ontario**

Present: Alta Fenton, Audrey Achneepineskum, Michael Deschamps, Mary Day, Robyn Medicine, Candace Davies, Jamie McGinnis (via Zoom), Sally Colquhoun, Beth Ponka

1. Welcome

Alta welcomed everyone to the meeting.

2. Declarations of Conflict of Interest

None declared.

3. Review/Acceptance of Agenda

Motion#1 TO accept the agenda as presented.

MOVED BY: Candace Davies

SECONDED BY: Michael Deschamps

CARRIED.

4. Review/Acceptance of Minutes of Previous Meetings

4.1 *July 24, 2021 Board of Director's Meeting*

Motion#2 TO accept the minutes of the Board of Directors for July 24, 2021 as presented.

MOVED BY: Michael Deschamps

SECONDED BY: Candace Davies

CARRIED.

4.2 *October 12, 2021 Board of Director's Meeting*

Amendment: Motion #1 to read: To accept the Service Agreement as drafted by LAO before the October 18th deadline, in accordance with the recommendations of the management team and the President of the Board, but to submit a letter outlining our continued concerns.

Motion#3 TO accept the minutes of the Board of Directors meeting of October 12, 2021 as amended.

MOVED BY: Mary Day

SECONDED BY: Robyn Medicine

CARRIED.

5. Election of Officers & Appointment of Signing Officers

The new two-year terms for officers will come into effect today, in accordance with the newly updated By-Law.

There are four positions on our Executive: President, Vice-President, Treasurer, and Secretary.

Nominations for the positions was declared open.

President

Alta Fenton is the current President.

Candace Davies nominated Alta Fenton, seconded by Michael Deschamps.

There were no other nominations.

Alta accepted the nomination and was acclaimed as President.

Vice-President

Mary Day is the current Vice-President.

Mary Day nominated Jamie McGinnis, seconded by Michael Deschamps.

There were no other nominations.

Jamie accepted her nomination and was acclaimed as Vice-President.

Treasurer

Candace Davies is the current Treasurer.

Audrey Achneepineskum nominated Candace Davies, seconded by Robyn Medicine.

There were no other nominations.

Candace accepted her nomination and was acclaimed as Treasurer.

Secretary

Robyn Medicine is currently the Secretary.

Michael Deschamps nominated Robyn Medicine, seconded by Audrey Achneepineskum.

Robyn Medicine nominated Audrey Achneepineskum, seconded by Mary Day.

There were no other nominations.

Audrey declined her nomination.

Robyn accepted her nomination and was acclaimed as Secretary.

The Executive for 2021-22 and 2022-23 will be:

President	Alta Fenton
Vice-President	Jamie McGinnis
Treasurer	Candace Davies
Secretary	Robyn Medicine

The signing officers of the corporation are the President, Vice-President, Treasurer, Secretary and Director of Administration, any two to sign. An appointment at the bank (CIBC) will need to be made to add Jamie to the signing officers.

6. Business Arising

6.1 *Board Self-Evaluation/Annual Board Work Plan*

The self-evaluations that were completed by the Board have been summarized by Alta and distributed to the Board members. A work plan for the upcoming year should be developed. Alta suggested that a committee be struck to undertake this work.

Candace, Audrey, Mary, Jamie, and Alta will be on the committee. Diane Walker will also be invited to participate.

6.2 *Clinic Modernization*

Sally will submit the letter outlining the concerns with the Service Agreement to LAO this upcoming week.

7. New Business

7.1 *Quarter Financial Report for September 30, 2021*

Beth sent a memo to the board highlighting some of the main items on the financial report for this quarter. She presented the highlights and the financial report.

Motion#4 TO accept the quarterly financial report for the period ended September 30, 2021 as presented.

MOVED BY: Candace Davies

SECONDED BY: Michael Deschamps

CARRIED.

7.2 *Annual Board & Staff Planning Session*

Beth will talk to the auditor about the feasibility of having the board and staff planning session on April 2 (due to the timing of the fiscal year).

An ad-hoc discussion ensued about today's Annual General Meeting. Some suggestions for future AGMs include:

- Talk to the hotel in advance about providing a discount on meals for guests/delegates
- Add a description on the cheques or an additional piece of paper to explain the breakdown of reimbursement of expenses
- Provide breakfast to everyone on the morning of the AGM
- The reimbursements for expenses haven't been increased in several years but the cost of living has increased significantly due to the impact of the COVID-19 pandemic. It was agreed that an additional amount would be sent to delegates to thank them for attending the meeting and that due to COVID, we are providing a one-time additional amount.

Motion#5 TO pay an additional \$50 to every delegate as a one-time payment in lieu of COVID-19 expenses.

MOVED BY: Michael Deschamps

SECONDED BY: Candace Davies

CARRIED.

8. Next Meeting

The next meeting will be held on Saturday, November 27 at 9:30 a.m. at Kinna-aweya Legal Clinic, 86 S. Cumberland Street.

Meeting adjourned at 2:10 p.m.

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Kinna-aweya Legal Clinic – Board of Directors 6 Month Work Plan October 1, 2021 - March 31 2022

Area of Focus	Goal	Tasks	Comments
Board Governance	Improve meeting effectiveness	<ul style="list-style-type: none"> - Board member to provide a community update at each Board meeting (Standing Agenda item) - Training to improve skills and knowledge of board members on role and responsibilities, finance, technical knowledge and strategic planning - Review timing of Board Annual Evaluation so can use for development of work plan 	Helps Board to keep up to date on community needs Some training has been done but specific training in the areas identified is needed ion
	Board Policies	<ul style="list-style-type: none"> - Develop and revise policies through a risk management lens - Build in a more robust and ongoing process to review board policies 	Diane Walker to provide assistance in revising and developing policies from a risk management perspective.
Indigenous culture	Continue to integrate cultural teachings and practices in to governance	<ul style="list-style-type: none"> - Monitor alignment of Indigenous values and teachings with governance practices - Ensure board and operational policy reflect our culture 	Does this align with the strategic action call "reconciliation strategy" Is there more to do here
	Promote positive relationship with Indigenous Communities & Partners	<ul style="list-style-type: none"> - Directors involved in building relationships with community leadership - MOUs to support and make explicit KLC's role in providing services to community members - Ensure Indigenous legal needs assessment is completed 	Some of these will be done in partnership with management and staff
Pandemic Response	Continue to provide support and guidance for KLC's response to COVID-19	<ul style="list-style-type: none"> - On meeting agenda - Review risks and responses - Support management team as needed 	At this point the work of the board is to monitor

Quarterly Report to the Board

July 1, 2021 – September 30, 2021

Prepared by: Miriam McCutcheon, Community Legal Worker

Hello Everyone: I hope this finds everyone in good health. Hopefully things will start turning around with this Covid-19 and we can get back to normal soon.

Intake:

I continue to do intake on a daily basis in Marathon. I also assisted Thunder Bay with a day of intake in July and one in September. When the client came to the Thunder Bay office, or called – it was written up in CIMS. I was then notified by email from the support staff in Thunder Bay and then contacted the client to assist them.

With Covid-19, I have not been travelling to the communities that I service on a regular basis. Intake has been done by phone and clients faxing information if needed. We are now accepting people into our office, but we continue to screen them for Covid-19.

Casework:

I assist the Thunder Bay office by them transferring files to me also to help with the workload.

I had four (4) Social Benefits Tribunal (SBT) hearings scheduled during the month of September. However the one that was scheduled for September 30th was rescheduled to October when they declared September 30th as National Day of Truth and Reconciliation.

I also continue to assist with Tenant Duty Counsel.

Community Development:

We held our annual Area Community Meeting in Marathon in September. Once again we held it in a conference room at one of the local hotels. We were only allowed so many participants. We also provided a Zoom link so those that could not attend in person could attend via Zoom. We held it over lunch time again this year. We provided soup, sandwich, dessert and drinks.

In September I was invited to the Mobert Women's Group. I was asked to put on an ID Workshop for the group. This is a new group and was their second meeting. They meet over supper, which they also invited me to and was very good. There were only 4 in attendance and none of them needed their ID. It turned out that Mobert was also

holding their Seasonal Feast that same day at the same time. We will try again another time. It was nice to be able to travel again. Hoping that we will be able to start travelling on a regular basis to all the communities soon.

I continue to sit on "The North Shore Situation Table" committee. This has also been done using Zoom. We continue to meet once every two (2) weeks. I also attended the Inter Agency meetings via Zoom.

Professional Development:

I was unable to attend the Annual General Meeting in October as I was on vacation. I understand it went well. So nice that it could be held in person to see everyone.

Throughout the year we all have participated in a lot of training sessions that were offered via Zoom. It is different not being with everyone – but it might be the way of the future.

I was supervised by Larissa Speak until she left to go back to school. Then had Sally Colquhoun until Claire Littleton returned from her maternity leave in October. Welcome back Claire.

I would once again like to thank the Board for all their hard work, support, leadership and dedication to Kinna-aweya Legal Clinic. Stay safe!

Miigwech

Miriam McCutcheon

**Kinna-aweya Legal Clinic
Board Meeting Report
Coordinator of Legal Services
Sally Colquhoun**

Meeting Date: July 27, 2021

Client Service

Staff are back working in the office. Although our staff members are double vaccinated, we continue to comply with all of the public health guidelines, including the number of people per square foot, wearing masks, physically distancing, and frequently sanitizing high-touch surfaces. We have air purifiers in each office.

We are still keeping the interior door locked and screening anyone who comes in. We have been having clients in the office for tribunal hearings, but are still trying to avoid having the client and the legal worker in the same space. We have not been formally asking clients whether they are vaccinated but have had some discussions about whether we should start doing that.

TDC continues to be very time-consuming, with hearings scheduled at least two days a week every week. Often we have to be on-line for hours for a single matter; that was the case in the past when we were doing in-person hearings but it was only two days a month.

Statistics

Our statistics are creeping back up to pre-pandemic levels but we are just back to full staff since October with Claire's return to work.

Personnel

We have posted a contract position for a lawyer/legal worker to replace Molly, who is replacing Caycie. Beth and Claire and I have had some preliminary discussions about the process of filling Larissa's permanent position next year; at present Larissa is on a leave of absence.

It is great to have Claire back at work; she is taking on many tasks including supervision and community development work.

Legal Aid Ontario

There were a number of meetings about the new Service Agreements and the revised Rules over the last few months. We are still waiting for next year's funding application; which may or may not be quite different from the last version.

We will need to revise some policies and procedures, such as the Financial Eligibility Guidelines. I plan to get some of that work done over the next few weeks. .

Casework

We continue to provide advice and representation to clients dealing with income maintenance and housing issues.

I am part of an inter-clinic group responding to the move to only digital hearings in the tribunals that we deal with.

We had a case management meeting in October for the legal staff to discuss systemic issues, as well as our regular staff meetings that include all staff.

Training

Staff took part in a variety of professional development activities, including some internal CIMS training provided by Melanie MacKenzie, and a session organized by ISAC about the impact of CERB benefits on the Guaranteed Income Supplement for people in receipt of Old Age Security.

Community Development

1. ACLCO

The ACLCO has been instrumental in obtaining improvements to the initial drafts of our new foundational documents with LAO. Their committee has been meeting frequently with LAO, and when necessary with officials from the Ministry of the Attorney General and the Attorney General. They have also been organizing staff training and development opportunities.

2. Bora Laskin Faculty of Law

Claire has attended a meeting for the Advisory Committee for the LUCLS clinic. We are hosting a first-year law student through the Pro Bon Students Canada project for ID services. We won't have a IPC placement student from Bora Laskin this year, and are waiting to hear about whether anyone has applied to do their placement with us next year.

3. SHIW Project

Molly MacDonald is now supervising the SHIW project. Esma will be reporting directly to the Board about the activity that she has undertaken. She has done several public education sessions, and is working on electronic materials to share through social media.

4. Public Legal Education

We have agreed to help organize a Justice Health Community Forum for health care providers. The Belleville Clinic has funding to help organize programs throughout the province to give health care professionals information about the income maintenance programs that they have to help our clients apply for. Claire has taken on the responsibility of this project. Our forum will be held in the new year.

Other

1. Indian Day School Class Action

We regularly meet with staff from other agencies that are assisting with IDSCA applications, at meetings organized by the Nokiiwin Tribal Council.

2. SCSA

Claire is resuming responsibility as one of the northern representatives on this provincial legal clinic committee that works towards systemic solutions for social assistance issues. She and I both attended a meeting in October, but I am hoping to step back from

3. Immigration and Refugee Law Clinic

The Newcomer Legal Clinic has started providing services to immigrants and refugees. They have space at Bora Laskin Faculty of Law and services are provided by law students. I am a member of the community advisory committee. It will be very useful to have somewhere to refer people who have immigration law issues. We will also be working with them to provide public legal education to their clients.

4. NOSM Student Placements

The Northern Ontario School of Medicine is returning to in-person community placements for their students to learn about various community resources. We will be hosting two students early in the new year.

5. Reduction in GIS payments

We have had a number of inquiries from people whose GIS payments have been reduced because they received CERB payments in 2020. Claire and I met with Minister Patty Hajdu to ask that the federal government direct Service Canada not to consider CERB payments when assessing current eligibility for GIS, and Claire also sent a copy of our submission to M.P. Marcus Polowski. Our clinic has endorsed an open letter from ISAC to the federal government on this issue, and we are encouraging our clients to contact their MPs directly.

6. Other

I attended a number of meetings including the Access to Justice Collective, the Northern Income Maintenance Study Group, the Thunder Bay Housing and Homelessness Coalition, and various staff meetings and file reviews.

Respectfully submitted,

Sally Colquhoun,
Coordinator of Legal Services.

Director of Administration - Beth Ponka

Report to Board of Directors – for the Board meeting November 27, 2021

Administration

- We organized and held the Area Community Meetings and Annual General Meeting for the clinic. Congratulations to all of our Board members who were re-elected in their communities and to the new executive. It is wonderful to welcome Jamie McGinnis back to the Board and on the Executive. Bonnie Vermette is no longer on the Board.
- We continue to be closed to the public and screen visitors before they are allowed to enter the office. We have had clients in the office for hearings and appointments but we are still keeping it to a minimum. The ACLCO organized a training session for managers on developing vaccination policies; the prevailing thoughts are that it is reasonable to require existing employees to follow public health guidelines with respect to the pandemic, and therefore, it is acceptable to have mandatory vaccination requirements (unless there is an approved exception). I will need to update our policy to include vaccine requirements. All new employees are required to be double-vaccinated as a condition of employment.
- The proposed amendments to the by-law were approved by the membership at the Annual General Meeting. A new by-law is ready for execution by the President and Secretary of the Board and I am updating the clinic pamphlet to reflect the change to "Indigenous".
- We are moving forward with digitizing our documents. All client documents going forward are digitized and we are working on digitizing the accumulated files from the last 10 years. Sufficient space has been created that the front reception area is going to be re-organized to be more functional and have more space – we no longer require the two 4-drawer lateral file cabinets that have been there for many years.
- Legal Aid Ontario is moving forward with updating the clinic's computer infrastructure. We will be migrating to Windows 10 and Office 365 and will be receiving new computers in the new year.

Financial

- We were successful in our funding application for a Housing Social Navigator and Housing Intake Support Worker under the federal Reaching Home: Canada's Homelessness Strategy. The purpose of the project is to prevent evictions for our client community. Funding for the project is in place until March 31, 2022 and is administered by the Thunder Bay Indigenous Friendship Centre. Our first "Dialogue" with the funders is at the beginning of December.
- We are working on a possible application for funding through the Ontario Trillium Foundation to continue the work of the Awenin Niin ID services program. The deadline is December 8 and the funding is for one year, maximum \$150,000. I have a coaching session booked with an OTF staff member to discuss our application's "fit" with the funding criteria.
- We transferred seamlessly to the DBPlus/CAAT Pension Plan November 1, 2021. Everyone is extremely appreciative of the opportunity to have a true pension plan and thanks the Board very much for supporting this initiative.
- We've received notice from LAO regarding our surplus re-allocation for fiscal 2020-21 and have received our allocation for COVID funding.
- I completed the first part of our annual funding application for Tenant Duty Counsel services through the Advocacy Centre for Tenants in Ontario (ACTO).
- All payroll and required remittances have been paid.

Human Resources

- We've had many new faces at the clinic resulting in a lot of time and energy spent with onboarding and orientation. Newcomers since my last written report include Lauren Aho and Megan Belluz with the Eviction Prevention Project; Matthew Jollineau, a first-year law student at the Bora Laskin Faculty of Law who is joining us for the academic year as our Pro Bono Students Canada (PBSC) placement student; and Don Morrison, a retiree who is joining the clinic as a volunteer with the Awenen Niin ID Services project. We've also been approached to host a paralegal placement in December/January and have already been approached by a law student who wishes to intern here for the summer and is able to obtain funding independent of the legal clinic.
- Claire Littleton has returned from her maternity leave. It's really wonderful to have her back in the office. Claire makes an incredible contribution to the work of the clinic.
- We had our semi-annual internal training session leading up to the AGM. We had an all-staff meeting, training on CIMS, and an education session put on by the new pension company. Our wellness session included a fire, birch bark tea and teachings with Metis elder Jim Bowles, as well as a nature walk.
- A job posting is being circulated and posted on Indeed, for a legal worker/lawyer for a six-month contract starting in January - when Molly goes on maternity leave. Allister's contract will also be extended until the end of June. Caycie is expected to be back from her maternity leave in July 2022 and we will hear from Larissa whether she plans to return to her job at the clinic or not.
- The ACLCO's Pay Equity Committee circulated a survey and hosted a training session for managers. They will be doing a follow-up training session in the new year. I am hoping to obtain insights about how to deal with new job categories; how to provide fair wages that comply with pay equity while maintaining equity for existing employees; and how/when our clinic can expect to achieve pay equity.
- Julia Michano, our admin assistant in the Marathon office, is on a medical leave. Her leave is being extended in one-month increments by her physician which makes it difficult to replace her. We will need to look at a longer-term solution in the new year if it isn't more clear when she may be able to return to work.
- We had information sessions for staff with Service Canada to learn more about their income maintenance programs and Thunder Bay Counselling Centre to talk about their financial empowerment tool.
- All of our support staff are members of the Association for Administrative Professionals. Teri recently completed certificates in Accounting Fundamentals and Sage 50 Accounting Level 1 and Level 2.

Community Development, CD, PLE & Partnerships

- Lauren Aho and Megan Belluz have been hired on contract for the Eviction Prevention Project, which is funded by the federal government through *Reaching Home: Canada's Homelessness Strategy*. Lauren and Megan are providing assistance to tenants who are our clients, to help prevent evictions.
- Esma Haider is the CLW responsible for the Sexual Harassment in the Workplace project. At the AGM in October we got to meet Esma in person for the first time, even though she's been working with us for over a year.
- As a partner in the ID Action Group, we have participated in ID clinics held at the NorWest Community Health Centre in August and Roots to Harvest in September. I was a presenter for a training session for agency staff who are looking to provide ID services to their clients. 35 people registered for this zoom

event. An ID clinic at Wequedong Lodge is planned for November 25. We are also working again with Judith Monteith-Farrell on introducing another Private Members' Bill on ID services and to advocate for kinship agreements to be recognized by the Office of the Registrar General.

- Our annual Christmas mail-out to our community partners will include a copy of our Annual Report; 10 pamphlets; a Christmas greeting; and information on how to contact us to schedule an information session on clinic services. We hope to send this out during the first week of December.

Other

- The northern EDs are considering organizing a northern regional training session before the fiscal year-end. If it goes ahead, it will most likely be in Thunder Bay as it is the most central and cheapest training site in the north.
- We had our seasonal feast over zoom which was largely attended by board and staff. Nathaniel Moses provided a smudge and teaching.
- I'm happy to share that I passed the CHRP exam and can proceed to the next step of certification. CHRP stands for Certified Human Resources Professional.
- LASA 2020 was proclaimed in October and the new Service Agreements with Legal Aid Ontario went into effect on October 18. Sally has submitted a follow-up letter outlining some of our concerns with the new Service Agreements and the ACLCO continues to advocate for legal clinics in Ontario.
- Angie Lynch, a former employee who finished employment with us in March as our ID Services Coordinator, passed away in October. In October I also attended a memorial service for another former employee, Paul Reid, who worked with us for a brief period of time in 2015 as a CLW, who passed away in September.
- The ACLCO has been organizing various training sessions for managers. I attended a session on financial management as well as the session on "Vaccine Policy Considerations" mentioned at the beginning of this report.

Respectfully submitted,



Beth Ponka

KINNA-AWEYA LEGAL CLINIC
Updated Proposed Budget 2021-22

26-Nov-21

		<u>2021-22 Budget</u>
INCOME		
LAO Budgeted Receipts 2021-22	1,925,621	
Summer Student	-	
Covid Retainings	<u>18,879</u>	
Total Income		1,944,500
EXPENSES		
Personnel Budget	1,577,694	
Operating Expenses Budget	321,229	
Contingency Expenses Budget	<u>45,577</u>	
Total Expenses		<u>1,944,500</u>
Projected Surplus/Deficit	<u>-</u>	<u>0</u>

26-Nov-21

KINNA-AWEYA LEGAL CLINIC

PERSONNEL EXPENSES

2021-22 Budget

PE Out Jan to Mar 2022	3,500	
Melanie MacKenzie	61,139	
Tracey Lasook	88,712	
Kim Facca	85,549	
Chantal Walterson	89,512	
Beth Ponka	105,195	
Sally Colquhoun	141,789	
Claire Littleton	67,925	
Caycie Soke	18,204	
Allister McGillivray	74,872	
Larissa Speak	45,509	
Pat Fenton	13,147	
Kelly King	44,717	
Teri Hofer	64,681	
Cindy Johnson	70,106	
Miriam McCutcheon	81,297	
Pam Leblanc	46,481	
Julia Michano	50,746	
Molly MacDonald	84,723	
Jessica Barry	28,739	
Salary Increase-3% of Payroll	37,896	1,304,439
Librarian	1,200	
Total Salaries	<u>1,305,639</u>	231143
		1,074,496
MERCS	93,006	55450
Group Benefits	90,223	27172
RRSP	71,194	6000
Professional Fees	15,632	
Personnel-Other	<u>2,000</u>	1,600
		97,957
Total Salaries and Expenses	<u><u>1,577,694</u></u>	71373

**KINNA-AWEYA LEGAL CLINIC
PRELIMINARY BUDGET
OPERATING EXPENSES**

26-Nov-21

	2020-21 Budget	2020-21 Actual	2021-22 Budget
Staff Travel - Local	1,000.00	457.46	2,000.00
Staff Travel - Out of District	0.00	0.00	0.00
Staff Travel - Accom. & Meals	2,000.00	1,920.29	3,000.00
Meal Overages	0.00	0.00	0.00
Car Expenses - Lease	13,000.00	11,817.57	10,500.00
Car Expenses - Repairs & Maint	2,000.00	710.87	2,000.00
Car Expenses - Gas & Parking	2,000.00	910.75	2,000.00
Car Expenses - Insurance	3,500.00	2,614.33	3,500.00
Car Expenses - Car Rental	1,000.00	433.86	1,000.00
Board Travel - Local (Mileage)	2,000.00	1,446.78	2,000.00
Board Travel - Misc	500.00	35.00	500.00
Board Travel - Out of District	0.00	0.00	500.00
Board Travel - Accom. & Meals	2,000.00	1,810.82	2,000.00
Board Training	0.00	3,800.00	4,000.00
Board Supports	0.00	3,200.00	4,200.00
Board & Staff Events	6,000.00	2,575.67	6,000.00
Telephone - Base	12,000.00	16,151.05	16,000.00
Telephone - Advertising	0.00	148.06	0.00
Telephone - Long Distance	1,000.00	1,466.37	1,500.00
Website	200.00	213.08	250.00
Postage & Courier	7,000.00	5,174.99	7,000.00
Ceridian/Direct Deposit Charge	2,000.00	2,557.12	2,500.00
Publicity/Outreach/CD	500.00	25.00	1,000.00
Annual General Meeting	7,000.00	7,189.38	7,000.00
Area Community Meeting	3,000.00	3,037.44	3,000.00
Accounting Expense	7,500.00	7,483.68	8,000.00
Rent	82,000.00	81,941.08	84,800.00
Common Area Maintenance	30,000.00	28,340.41	29,000.00
Hydro	6,000.00	3,996.12	5,000.00
Heating-Gas	1,000.00	1,764.55	2,000.00
Cleaning	15,000.00	12,378.24	14,000.00
General Office Repairs	1,500.00	3,460.51	1,500.00
Security System	800.00	773.28	800.00
Copier - Base & overruns	2,800.00	1,811.47	2,800.00
Equipment Rental	6,500.00	6,165.12	6,500.00
Equipment Repairs	500.00	428.05	500.00
Stationary & Supplies	20,000.00	43,202.39	30,000.00
Capital Purchases	0.00	6,376.47	0.00
Office Furniture	0.00	977.02	0.00
Office Equipment	0.00	13,827.49	0.00
Library	3,000.00	2,061.33	3,000.00
Conference Fees/Training	1,000.00	6,187.20	10,000.00
Membership Fees	8,000.00	8,116.36	8,000.00
Miscellaneous	1,000.00	906.83	1,000.00
Bus Tickets	0.00	1,500.00	0.00
Training	2,000.00	0.00	0.00
Renovations	0.00	0.00	0.00
Health, Safety & Wellness	1,000.00	1,086.18	2,000.00
Legal Expense	2,000.00	0.00	2,000.00
Cultural Supports	2,000.00	1,100.48	10,000.00
Covid-19 Expense	33,226.00	34,200.79	18,879.00
Contingency	0.00	0.00	0.00
Total Operating Expenses	294,526.00	335,780.94	321,229.00

KINNA-AWEYA LEGAL CLINIC

2021-22 Approved Budget

26-Nov-21

CONTINGENCY EXPENSES

Contingency Expense

\$ 45,577.00

Total Contingency Expenses

\$ 45,577.00

KINNA-AWEYA LEGAL CLINIC
Updated Proposed Budget 2021-22

20-Jul-21

INCOME

		<u>2021-22 Budget</u>
LAO Budgeted Receipts 2021-22	1,925,621	
Summer Student	-	
Covid Retainings	<u>18,000</u>	
Total Income		1,943,621

EXPENSES

Personnel Budget	1,579,428	
Operating Expenses Budget	315,850	
Contingency Expenses Budget	<u>48,343</u>	
Total Expenses		<u>1,943,621</u>
Projected Surplus/Deficit		<u><u>0</u></u>

AVIS FINAL



20-Jul-21

KINNA-AWEYA LEGAL CLINIC

PERSONNEL EXPENSES

2021-22 Budget

PE Out Jan to Mar 2022	3,500
Melanie MacKenzie	61,139
Tracey Lasook	88,712
Kim Facca	85,549
Chantal Walterson	89,512
Beth Ponka	105,195
Sally Colquhoun	141,789
Claire Littleton	67,925
Caycie Soke	18,204
Allister McGillivray	74,872
Larissa Speak	45,509
Pat Fenton	13,147
Kelly King	44,717
Teri Hofer	64,681
Cindy Johnson	70,106
Miriam McCutcheon	81,297
Pam Leblanc	46,481
Julia Michano	50,746
Molly MacDonald	84,723
Jessica Barry	28,739
Salary Increase-3% of Payroll	37,896
Librarian	1,200
Total Salaries	<u>1,305,639</u>
MERCS	87,006
Group Benefits	97,957
RRSP	71,194
Professional Fees	15,632
Personnel-Other	<u>2,000</u>
Total Salaries and Expenses	<u><u>1,579,428</u></u>

AVIS FINAL

AVIS FINAL *hf*

20-Jul-21

**KINNA-AWEYA LEGAL CLINIC
PRELIMINARY BUDGET
OPERATING EXPENSES**

	2020-21 Budget	2020-21 Actual	2021-22 Budget
Staff Travel - Local	1,000.00	457.46	2,000.00
Staff Travel - Out of District	0.00	0.00	0.00
Staff Travel - Accom. & Meals	2,000.00	1,920.29	3,000.00
Meal Overages	0.00	0.00	0.00
Car Expenses - Lease	13,000.00	11,817.57	12,000.00
Car Expenses - Repairs & Maint	2,000.00	710.87	2,000.00
Car Expenses - Gas & Parking	2,000.00	910.75	2,000.00
Car Expenses - Insurance	3,500.00	2,614.33	3,500.00
Car Expenses - Car Rental	1,000.00	433.86	1,000.00
Board Travel - Local (Mileage)	2,000.00	1,446.78	2,000.00
Board Travel - Misc	500.00	35.00	500.00
Board Travel - Out of District	0.00	0.00	500.00
Board Travel - Accom. & Meals	2,000.00	1,810.82	2,000.00
Board Training	0.00	3,800.00	4,000.00
Board Supports	0.00	3,200.00	4,200.00
Board & Staff Events	6,000.00	2,575.67	6,000.00
Telephone - Base	12,000.00	16,151.05	16,000.00
Telephone - Advertising	0.00	148.06	0.00
Telephone - Long Distance	1,000.00	1,466.37	1,500.00
Website	200.00	213.08	250.00
Postage & Courier	7,000.00	5,174.99	7,000.00
Ceridian/Direct Deposit Charge	2,000.00	2,557.12	2,500.00
Publicity/Outreach/CD	500.00	25.00	1,000.00
Annual General Meeting	7,000.00	7,189.38	7,000.00
Area Community Meeting	3,000.00	3,037.44	3,000.00
Accounting Expense	7,500.00	7,483.68	8,000.00
Rent	82,000.00	81,941.08	84,800.00
Common Area Maintenance	30,000.00	28,340.41	29,000.00
Hydro	6,000.00	3,996.12	5,000.00
Heating-Gas	1,000.00	1,764.55	2,000.00
Cleaning	15,000.00	12,378.24	14,000.00
General Office Repairs	1,500.00	3,460.51	1,500.00
Security System	800.00	773.28	800.00
Copier - Base & overruns	2,800.00	1,811.47	2,800.00
Equipment Rental	6,500.00	6,165.12	6,500.00
Equipment Repairs	500.00	428.05	500.00
Stationary & Supplies	20,000.00	43,202.39	30,000.00
Capital Purchases	0.00	6,376.47	0.00
Office Furniture	0.00	977.02	0.00
Office Equipment	0.00	13,827.49	0.00
Library	3,000.00	2,061.33	3,000.00
Conference Fees/Training	1,000.00	6,187.20	10,000.00
Membership Fees	8,000.00	8,116.36	8,000.00
Miscellaneous	1,000.00	906.83	1,000.00
Bus Tickets	0.00	1,500.00	0.00
Training	2,000.00	0.00	0.00
Renovations	0.00	0.00	0.00
Health, Safety & Wellness	1,000.00	1,086.18	2,000.00
Legal Expense	2,000.00	0.00	2,000.00
Cultural Supports	2,000.00	1,100.48	10,000.00
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Contingency	0.00	0.00	0.00
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KINNA-AWEYA LEGAL CLINIC

2021-22 Approved Budget

20-Jul-21

CONTINGENCY EXPENSES

Contingency Expense \$ 48,343.00

Total Contingency Expenses \$ 48,343.00

AVIS FINAL



Quarterly Report to the Board

October 2020- September 2021

Prepared by: Melanie MacKenzie, Community Legal Worker

Casework- *Gladue* Principles update

In this quarter, I have continued to use *Gladue* principles at ODSP hearings as part of the whole person test. In one decision, the adjudicator mentions that the Appellant identifies as Indigenous, that their mother attended residential school and that her mother was unable to provide her with emotional support. I believe this is a success.

As part of my attempt to have these principles considered, I have connected with Anu Bakshi at ISAC. ISAC is looking for a case to establish a precedent that SBT must take "judicial notice" of the legacy of colonialism.

In my most recent submission, I have added a section on Racism and Thunder Bay. It occurred to me that most of the adjudicators that we sit in front of are not from this region and therefore may not have any knowledge about the racism in this city.

Quarterly Report to the Board

July 1, 2021 – September 30, 2021

Prepared by: Miriam McCutcheon, Community Legal Worker

Hello Everyone: I hope this finds everyone in good health. Hopefully things will start turning around with this Covid-19 and we can get back to normal soon.

Intake:

I continue to do intake on a daily basis in Marathon. I also assisted Thunder Bay with a day of intake in July and one in September. When the client came to the Thunder Bay office, or called – it was written up in CIMS. I was then notified by email from the support staff in Thunder Bay and then contacted the client to assist them.

With Covid-19, I have not been travelling to the communities that I service on a regular basis. Intake has been done by phone and clients faxing information if needed. We are now accepting people into our office, but we continue to screen them for Covid-19.

Casework:

I assist the Thunder Bay office by them transferring files to me also to help with the workload.

I had four (4) Social Benefits Tribunal (SBT) hearings scheduled during the month of September. However the one that was scheduled for September 30th was rescheduled to October when they declared September 30th as National Day of Truth and Reconciliation.

I also continue to assist with Tenant Duty Counsel.

Community Development:

We held our annual Area Community Meeting in Marathon in September. Once again we held it in a conference room at one of the local hotels. We were only allowed so many participants. We also provided a Zoom link so those that could not attend in person could attend via Zoom. We held it over lunch time again this year. We provided soup, sandwich, dessert and drinks.

In September I was invited to the Moberg Women's Group. I was asked to put on an ID Workshop for the group. This is a new group and was their second meeting. They meet over supper, which they also invited me to and was very good. There were only 4 in attendance and none of them needed their ID. It turned out that Moberg was also

holding their Seasonal Feast that same day at the same time. We will try again another time. It was nice to be able to travel again. Hoping that we will be able to start travelling on a regular basis to all the communities soon.

I continue to sit on "The North Shore Situation Table" committee. This has also been done using Zoom. We continue to meet once every two (2) weeks. I also attended the Inter Agency meetings via Zoom.

Professional Development:

I was unable to attend the Annual General Meeting in October as I was on vacation. I understand it went well. So nice that it could be held in person to see everyone.

Throughout the year we all have participated in a lot of training sessions that were offered via Zoom. It is different not being with everyone – but it might be the way of the future.

I was supervised by Larissa Speak until she left to go back to school. Then had Sally Colquhoun until Claire Littleton returned from her maternity leave in October. Welcome back Claire.

I would once again like to thank the Board for all their hard work, support, leadership and dedication to Kinna-aweya Legal Clinic. Stay safe!

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Miriam McCutcheon

Quarterly Report to the Board

October 2020- September 2021

Prepared by: Melanie MacKenzie, Community Legal Worker

Casework- *Gladue* Principles update

In this quarter, I have continued to use *Gladue* principles at ODSP hearings as part of the whole person test. In one decision, the adjudicator mentions that the Appellant identifies as Indigenous, that their mother attended residential school and that her mother was unable to provide her with emotional support. I believe this is a success.

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