

**KINNA-AWEYA LEGAL CLINIC
BOARD OF DIRECTORS' MEETING
Saturday, July 23, 2022
86 S. Cumberland Street, Thunder Bay, Ontario**

Present: Alta Fenton, Candace Davies, Michael Deschamps, Audrey Achneepineskum, Robyn Medicine, Beth Ponka, Sally Colquhoun

Elder: Ann McGuire, Knowledge Keeper/Elder

Regrets: Mary Day and Jamie McGinnis

1. Welcome

Alta welcomed everyone to the meeting. Ann McGuire did an opening prayer and smudge.

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 Meeting

4.1 April 30, 2022

Candace clarified that Red Rock Indian Band is starting discussions to build a women's shelter (not that construction has begun).

Motion#2 To accept the minutes of the Board of Director's meeting for April 30, 2022, as amended.

MOVED BY: Robyn Medicine

SECONDED BY: Candace Davies

CARRIED.

5. Reports

5.1 Coordinator of Legal Services Report

Sally's report was distributed prior to the Board meeting. There were no questions about her report.

Motion#3 To accept the Coordinator of Legal Services report as presented.

MOVED BY: Michael Deschamps

SECONDED BY: Candace Davies

CARRIED.

5.2 Statistical Report – period ended June 30, 2022

Sally distributed copies of the stats report for the month of June 2022. Our branch offices complete a large number of income tax files. The scanners in our Geraldton and Marathon offices are not working since the computer upgrade, which is impacting our ability to process paperwork effectively.

Candace inquired about the ability to provide more in-person services to the Nipigon area. She is aware that there are numerous housing issues there. People in Nipigon tend to access services in Thunder Bay however in-person services would likely result in increased access to services.

It was noted that Armstrong had no summary advice or cases open in June. The Board was informed that Armstrong is visited approximately four times a year and the next visit is scheduled for September.

Robyn highlighted the need for ID services. Beth will give an update on ID services further in the agenda.

Candace also inquired about the ethnicity statistics. She noted that there seem to be a lot of “unknown” in the ethnicity origin category. Ongoing training is helpful to ensure that these numbers are captured effectively. We have a script that the support staff use to gather this information which will be reviewed.

5.3 Director of Administration Report

Beth’s report was distributed in advance of the Board meeting. There were a few items that warranted further discussion and motions by the Board of Directors– see below.

Motion#4 That the Board is satisfied with the final disposition of Complaint #2022-01, per the memo to the Board from Beth Ponka, dated July 20, 2022 (attached to the minutes).

MOVED BY: Candace Davies

SECONDED BY: Michael Deschamps

CARRIED.

Motion#5 To approve the contract offer from Thunder Bay Indian Youth Society to extend the Eviction Prevention Project under the Reaching Home initiative of the federal government, in the amount of \$167,567 in 2022-23 and \$200,353 in 2023-2024.

MOVED BY: Candace Davies

SECONDED BY: Audrey Achneepineskum

CARRIED.

Kinna-aweya Legal Clinic was approached by Thunder Bay District Social Services Administration Board to partner on ID Services. TBDSSAB is able to provide funding for an ID Services Coordinator through to December 31, 2022. The focus of the project will be on building community capacity to provide ID services. A number of ID clinics are being organized by agency members of the ID Action Group, who are taking carriage of ID files generated at those ID clinics. This is another way that we are building capacity for ID services in the community.

Motion#6 To approve the contract from Thunder Bay District Social Services Administration Board for an ID Services Coordinator in the amount of \$49,762 to December 31, 2022.

MOVED BY: Candace Davies
SECONDED BY: Robyn Medicine
CARRIED.

Motion#7 To accept the Director of Administration report.
MOVED BY: Candace Davies
SECONDED BY: Robyn Medicine
CARRIED.

5.4 Financial Report – First Quarter – June 30, 2022

Motion#8 To approve the First Quarter financial report for the period ending June 30, 2022, as presented.
MOVED BY: Audrey Achneepineskum
SECONDED BY: Robyn Medicine
CARRIED.

5.5 Staff Reports

Reports were received from Esmā Haider, Tracey Lasook, and Jennifer Fenton. It's clear from the staff reports that the caseworkers are getting excellent results for their clients, and most importantly, that clients feel heard and supported. The Board requested that Beth thank the staff for sharing their work with the Board.

The Board requested links to the SHIW podcasts – Beth will follow-up.

5.6 Executive Committee Report

Items discussed at the Executive Committee are on today's agenda as specific agenda items.

5.5 Community Updates

Nipigon

Candace shared an update about a housing issue in Schreiber, where a number of tenants became homeless due to one of the buildings being condemned. Several agencies came together to provide assistance to the tenants, including Kinna-aweya Legal Clinic. A project is in progress to fast track people with low income in need of housing in Nipigon. A partnership that includes NOSP, DSSAB, and the Nipigon Hospital is having preliminary discussions on transitional housing. There is a focus on housing right now, which is an urgent community need throughout the District.

The NOSP office in Longlac is moving into the NorWest Community Health Centre in August, which will be beneficial for the clients. A RAAM office has opened in Longlac, 2 days per week.

Geraldton

Audrey's contract with Matawa to provide emergency COVID supplies is now completed.

Thunder Bay

Robyn shared that they have a new CEO, Richard Togman at Thunder Bay Public Library.

Alta shared that she has been meeting regularly with Ann McGuire to work on a reconciliation plan for Kinna-awaya Legal Clinic. They are organizing skirt-making for staff (shirts for the men) using the clinic's two colours beige and dark brown, red for MMIWG, and orange for Indian Residential School survivors/children. They are organizing kits to simplify the process and reduce the amount of time required. Skirts/shirts will be provided for all staff and Board.

They are also organizing something for Orange Shirt Day (September 30). Ann is working with Jennifer on a design.

There is also a plan to make red beaded pins to commemorate MMIWG Day, which is October 4.

Motion#9 THAT the offices be closed on National Truth and Reconciliation Day annually in perpetuity.

MOVED BY: Michael Deschamps

SECONDED BY: Robyn Medicine

CARRIED.

The Board feels strongly that staff should not work that day except in extenuating circumstances. The Board strongly encourages staff to observe the day in the spirit in which it is intended.

Armstrong No update

Marathon We have a new administrative assistant in the Marathon office, Brandi DeJonge. Michael will drop in to the office soon to meet her.

6. Business Arising

6.1 Board Work Plan

Alta presented the Board Work Plan for 2022-23, which was developed by the Board Work Plan Committee. Minor changes will be made and the Board Work Plan will be distributed to the Board. The Work Plan was approved by consensus and is attached to these minutes.

6.2 Board Policies

Alta presented the Land Acknowledgement that has been developed. No changes were suggested. It will be put into the Board Policy Manual Section 1 with a preamble. Alta will send this to Beth. It was suggested that the Land Acknowledgement be posted in the offices.

Section 4 of the Board Policy Manual, "Management Team Standards", 4.1 to 4.11, were presented by Alta and were previously distributed to the Board. A few changes were identified that will be incorporated into the policies.

Motion#10 TO approve the “Management Team Standards” policies as presented, noting the changes discussed at the meeting.

MOVED BY: Candace Davies

SECONDED BY: Audrey Achneepineskum

CARRIED.

Alta will convene a meeting via zoom to review and approve the additional Board Policies that are being updated.

7. New Business

7.1 2021-22 Audited Financial Statements

The Audit Findings and Audited Financial Statements for fiscal 2021-22 were reviewed.

Motion#4 To accept the Audited Financial Statements for the year ended March 31, 2022, as prepared by MNP.

MOVED BY: Robyn Medicine

SECONDED BY: Michael Deschamps

CARRIED.

7.2 Area Community Meetings

Beth distributed a summary of the Area Community Meeting dates and locations, as well as the Board members whose terms are expiring this year. Audrey indicated that she will likely be stepping down; Michael may be stepping down for the remaining one year of his term; Robyn isn't sure; Beth will speak to Mary Day; Jamie is definitely stepping down. It is important that we try to have a lawyer on the Board.

7.3 Annual General Meeting – October 22, 2022

Scheduled to be at the Valhalla Inn. Discussion about possible guest speakers – let Beth know.

7.4 2023 Strategic Planning Session

March 4, 2023 is the tentative date. The clinic's 5-year strategic plan will be expiring so a new 5 year plan will be developed.

7.5 Board Annual self-Assessment

Forms were distributed to the Board members. Please submit to Beth or Alta as soon as possible so that a summary can be completed.

7.6 Travel Permissions

The existing meal allowance and mileage rates do not cover the costs for these expenses. We are one of the only clinics that has a regional board and events that require meals. The travel directive is

discriminatory and unfair and has an adverse effect on our clinic. Beth was asked to submit a letter to Legal Aid Ontario expressing our concerns.

7.7 Sally's Retirement

Sally provided a letter of resignation with an effective date of December 31, 2022. The Board would like to strike a committee to recruit a replacement, which will commence with an internal posting. The Board would still like to interview candidates independent of the succession planning that is in place, which has involved including Claire Littleton in management functions for the last several years. Robyn, Alta, and Candace volunteered to be on the committee.

8. Correspondence

See schedule attached to the minutes.

9. Next Meeting

The next Board of Director's meeting will be following the Annual General Meeting on Saturday, October 22, 2022.

Ann did a closing.

The meeting adjourned at 2:00 p.m.

Kinna-aweya Legal Clinic
Summary of Correspondence
for the Board of Director's Meeting
July 23, 2022

DATE	FROM	SUBJECT
July 22, 2022	Lenny Abramowicz	ACLCO Meeting with LAO
May 30, 2022	Lenny Abramowicz	Keynote Speech at ACLCO AGM
May 6, 2022	Lenny Abramowicz	Summary of Clinic Survey on Staff Retention and Recruitment
May 5, 2022	Martha Turner (ACLCO)	ACLCO Annual General Meeting – May 19, 2022
May 3, 2022	Claudia Colabro	Provincial Election 2022 Participation Guide
May 2, 2022	General – Clinic Law Services	Protecting Yourself from Personal Liability – Free Capacity Canada Webinar
	Chartered Professionals Association of Canada	20 Questions Directors Should Ask About Directors' and Officers' Indemnification and Insurance by Ricard A. Shaw
	Dr. Kristin Burnett, Dr. Chris Sanders	A Call to Action: Eliminate Systemic Barriers to Obtaining and Keeping Ontario Birth Certificates