

**KINNA-AWEYA LEGAL CLINIC**  
**Board of Directors' Meeting**  
**January 27, 2024**  
**86 S. Cumberland Street**  
**Thunder Bay, Ontario**  
**Minutes**

Present: Alta Fenton, Andrea O’Nabigon, Candace Davies, Cindy Whittington, Robyn Medicine, Theresa Ray, Angela Nodin, Beth Ponka, Claire Littleton, Helen Young Brizard (Elder)

**1. Opening and Welcome**

Alta Fenton welcomed everyone to the meeting. Helen Young Brizard, Elder, did an opening smudge and prayer.

Angela Nodin was welcomed to the meeting. Angela was elected to the Board to represent Armstrong/Whitesand. Angela previously served on our Board of Directors for over 10 years and has now been re-elected to replace Lawrence Wanakamik. Lawrence was elected Chief of Whitesand and is no longer on the Board of Directors.

**2. Declarations of conflict of interest**

Alta asked if there are any declarations of conflict of interest. None declared and can be declared if/as identified.

**3. Review/Acceptance of Agenda**

**Motion #1:** To accept the agenda, as presented.  
**Moved by:** Cindy Whittington  
**Seconded by:** Angela Nodin  
**Carried.**

**4. Review and Acceptance of Minutes of Previous Meeting**

4.1 November 25, 2023

**Motion #2:** To accept the minutes of the November 25, 2023 meeting, as presented.  
**Moved by:** Cindy Whittington  
**Seconded by:** Theresa Ray  
**Carried.**

## 5. Reports

### 5.1 Coordinator of Legal Services Report

Claire's written report was sent in the Board packages. She shared some highlights from her report.

**Motion #3:**           **To accept the Coordinator of Legal Service's report as presented.**

**Moved by:**           **Candace Davies**

**Seconded by:**       **Andrea O'Nabigon**

**Carried.**

### 5.2 Statistical Report - for the year ended December 31, 2023

The statistical report for 2023 was sent to the Board of Directors in the board package. We will be delving into the stats when we review the funding application.

Claire shared that there's been a big increase in the number of people who self identify their ethnicity, thanks in large part to the script and information that Candace shared at previous meetings.

52% of our clients identified as Indigenous. There's been a huge increase in the number of newcomers reflected in our stats. We hold drop-in notarizing and commissioning services on Fridays 1:30 – 3:30, which has been well-utilized in the community. We also have two separate drop-in ties for First Nation Drinking Water Class Actions – Monday afternoons and Friday afternoons.

Candace suggested that PLEs be specifically identified as PLEs on the initiatives report. She encouraged more PLEs in the surrounding communities. The Services in the District committee has made a work plan for the year, and outreach in the District is the top priority.

Andrea mentioned that she saw a posting in the Robin's Donuts in Longlac, advertising Kinna-awaya Legal Clinic's services in Geraldton.

Candace suggested that the stats report specify where the PLEs are being held in the District i.e. we've done 5 PLEs in Geraldton, etc. for more information about what's happening in the District.

### 5.3 Director of Administration Report

Beth provided a written report that was sent out in the Board package. A number of the items in her report are on the agenda and will be discussed further.

**Motion #4: To accept the Director of Administration’s report as presented.**  
**Moved by: Cindy Whittington**  
**Seconded by: Robyn Medicine**  
**Carried.**

5.4 Finance Committee and Financial Report for period ended December 31, 2023

We haven’t received news yet from LAO about funding for the upcoming fiscal year. The clinic’s budget for 2024-25 has been developed with a zero percent increase in funding. We hope to receive an increase in funding and will be able to update the budget accordingly.

The board stipend is paid to board members to assist with internet, phone, paper, and supplies, to support board members to fully participate. Board members receive \$50 per month and executive board members receive \$100 per month. These payments are made quarterly to all board.

The Finance Committee met to review the financial report in detail. A surplus reconciliation was sent to the Board of Directors, showing an existing surplus of approximately \$98,000. The Finance Committee recommends accepting the financial report as prepared.

**Motion #5: To accept the financial report for the period ended December 31, 2023, as presented.**  
**Moved by: Cindy Whittington**  
**Seconded by: Andrea O’Nabigon**  
**Carried.**

5.5 Staff Reports

Reports were received from Molly MacDonald, Esma Haider, and Kim Facca. The board appreciates the information shared by the staff.

5.6 Executive, Finance and Policy Committee

Executive Committee - Most of the items discussed at the Executive Committee meeting on January 23, 2024, are specific agenda items for discussion today.

Finance Committee – Discussed above under item 5.4.

Policy Committee - The Policy Committee met and reviewed the organizational chart.

**Motion #6: To accept Policy 2.0 Organizational Chart, as presented.**  
**Moved by: Cindy Whittington**  
**Seconded by: Robyn Medicine**  
**Carried.**

## 5.6 Community Updates

Deferred to next meeting and discussion at lunch to share community information.

## 6. **Business Arising**

### 6.1 ONCA & Bylaw Update

The Board reviewed the questions posited by the lawyer.

#5 – To allow proxies who are members.

#6 – A tie-vote can be decided by the Chair casting a vote. In the event of a tie for an election at the ACM, AGM or Board meeting, votes will continue by secret ballot until there's an outcome. Candidates will be given an opportunity to present their position between votes.

#7 – Board membership – Five year cooling off period for former staff members.

#8 – Board members who run for political office will declare conflicts of interest at the appropriate meeting, and the directorship will terminate if/when they are elected to the position.

#9 – No term limits.

**Motion #7: To approve the changes to the Bylaw as discussed at the meeting.**

**Moved by: Cindy Whittington**

**Seconded by: Andrea O’Nabigon**

**Carried.**

### 6.2 LAO and ACLCO update

ACLCO has been meeting with LAO to negotiate a new funding model. Discussions are in progress and there is no other update. ACLCO has sent out a membership renewal package for the upcoming year. The fees are \$6,325, same as last year. We benefit greatly from the ACLCO’s representation. They work hard on behalf of the clinic system to improve the legal clinic system as a whole. ACLCO requires that the Board of all legal clinic members sign an undertaking that they will not share information outside of the clinic system, in order for ACLCO to continue its work effectively.

**Motion #8: That Kinna-aweya Legal Clinic will renew their ACLCO membership for the upcoming year and will uphold the confidentiality agreement.**

**Moved by: Cindy Whittington**

**Seconded by: Andrea O’Nabigon**

**Carried.**

### 6.3 2024-25 Budget

The Thunder Bay landlord arrived at the clinic and gave everyone a tour of the upstairs space that is available. The landlord is proposing a two-year lease for half of the upstairs at \$12.50 per square foot on condition that we renew the Thunder Bay lease for five years at \$13.00 per square foot with an escalation of .25/square foot for the first four years of the lease, bringing it to \$14.00 per square foot.

Beth presented the revenue and expenses for the expansion. It is possible to afford the expansion for 24 months using our existing non-LAO reserve fund. However, we have revenue through the EPP project, TDC, and giving up our off-site file storage to reduce the shortfall in rent. Expenses for phone lines, computer networking, etc., will be financed out of this year's accumulated surplus.

**Motion #9:**           **To accept the offer to expand to the upstairs space, effective March 1, 2024, for 24 months, including a renegotiation of our existing lease for a five year term. This will include dipping into the clinic's reserve fund.**

**Moved by:**           **Cindy Whittington**

**Seconded by:**      **Theresa Ray**

**Carried.**

Beth presented a draft 2024-25 budget. The budget will need to be updated include the office expansion, so it will be reviewed at the Board meeting in April.

### 6.4 2024-25 Service Proposal

Claire went through the 2024-25 Service Proposal and the board provided valuable feedback that will be incorporated.

**Motion #10:**       **To accept the Service Proposal for 2024-25 as presented, implementing recommendations made by the Board as discussed.**

**Moved by:**           **Angela Nodin**

**Seconded by:**      **Andrea O'Nabigon**

**Carried.**

### 6.5 Strategic Planning Session

The session is planned for Saturday, March 23 at the Delta Hotel. Kari Chiapetta will be our facilitator. The morning will focus on developing the actions flowing from our 2023-

2028 Strategic Plan. In the afternoon we are having a fun activity together, a group exercise called, Personality Dimensions. This is a fun activity that helps us learn about each other's communication and learning styles. Because our agenda for the day is jam-packed and people need time to travel back to their home communities, we are going to start at 9:00 a.m. with a half hour lunch, and finish at 3 p.m.

The Board would also like an opportunity to get together separate from the board and staff planning session and separate from a board meeting, to look at the board work plan, board priorities, and board training. This would be a special opportunity to work together without the business portion of the board meetings. This special day was scheduled for May 25, 2024.

## 7. New Business

### 7.1 Election of Vice-President

Lawrence Wanakamik was the Vice-President of the Board and is no longer on the Board, therefore, the position of VP is vacant. Alta asked Claire to chair this portion of the meeting.

Claire called for nominations.

Cindy nominated Candace, seconded by Angela.

Candace nominated Theresa, seconded by Robyn.

Alta moved to close nominations, seconded by Robyn.

Candace agreed to let her name stand; Theresa declined.

Candace was acclaimed as Vice-President.

Candace was the Secretary of the Board, therefore that position is now vacant. The Bylaws were consulted and it was noted that the position of Secretary can be held by an existing officer.

Angela nominated Cindy for the position of Secretary-Treasurer, seconded by Robyn.

Alta moved to close nominations, seconded by Andrea.

Cindy agreed to let her name stand and was acclaimed as Secretary-Treasurer.

### 7.2 Management Team Evaluations

The evaluation team will be Candace, Cindy and Alta. Beth's objectives will be reviewed and Claire will have a full evaluation. Alta will be in touch with each board member for their input to the evaluations.

The management team's APR's are due on February 5 (extended from January 31).

Helen did a closing prayer. The meeting adjourned at 2:6 p.m.

#### **8. Next Meeting**

**Board & Staff Planning Session on Saturday, March 23, 2024**

**Regular Board Meeting: April 20, 2024, 9:30 a.m. at Kinna-aweya Legal Clinic**

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