

# OTTAWA LEGAL CLINICS TRANSFORMATION PROJECT

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## STEERING COMMITTEE MEETING

Monday, December 7<sup>th</sup>, 2015

2:00pm – 3:00pm

Conference Call

### PRESENT:

Charlie McDonald (CLSOC), Gary Stein (SOCLS), Jacques Chartrand (WELS), Sarah Sproule, Michael Taylor (CLSOC), Dominique Conway, Justin Nesbitt (SOCLS), John Purkis (PI), Kevin Beaulieu (PI), Emma Dickson (PI), Cavell Townley (WELS)

### REGRETS:

Linda Martineau (WELS) (Linda will be away until Jan. 4, 2016)

## DRAFT AGENDA

Agenda Items	Action/Discussion Points
<p><b>1</b> Review and approve draft agenda and draft minutes from the last meeting</p> <p>Review action items</p>	<p><b>Discussion points</b></p> <ul style="list-style-type: none"><li>• Minutes approved with two changes:<ul style="list-style-type: none"><li>○ Spelling of Phase II;</li><li>○ Item 4 relationship spelling.</li></ul></li><li>• Agenda approved;</li><li>• Charlie updated on the progress of his action item of drafting email to staff about their involvement in the next phase of the project. Charlie will be meeting with the staff on Dec. 8<sup>th</sup> and will follow up with Jacques after that discussion;</li><li>• It was announced that the changes to the newsletter had been made, and it has been posted to website in both languages;</li><li>• It was presented that the communications strategy is underway for the newsletter, it will go out to staff, boards, membership and community partners, as well as a sign-up form on the website for anyone to sign up.</li></ul>

		<p><b>Action items:</b></p> <ol style="list-style-type: none"> <li>1. Charlie will follow-up with Jacques on making the ask to staff about their involvement in Phase II;</li> <li>2. Gary will send SOCLS's organizational chart to Emma;</li> <li>3. Emma will send list of Key Informants from Phase I to Gary;</li> <li>4. Emma will add sign-up option for newsletter on the website.</li> </ol>
2	Contracting Phase II	<p><b>Discussion points</b></p> <ul style="list-style-type: none"> <li>• It was announced that the contract with PI is complete;</li> <li>• An update was given on the status of the funding agreement with LAO. The funding will go to CLSOC, and the agreement is currently in LAO's hands. Once approved by them it will come back to the clinics and be complete;</li> <li>• There was an update on a staffing change at LAO, Christine Lunn will be the LAO contact for this project, while Randy Ellsworth is on leave.</li> </ul>
3	Constitution of new clinic	<p><b>Discussion points</b></p> <ul style="list-style-type: none"> <li>• The draft by-law document, developed by the sub-committee, was presented to the Steering Committee, the following topics were discussed: <ul style="list-style-type: none"> <li>○ Name: the name 'Community Legal Services of Ottawa' is currently the top choice;</li> <li>○ Corporate mission: this is not cast in stone, Steering Committee members should email Gary with any changes;</li> <li>○ Bilingualism: constitution does not require us to obtain French designation, but leaves it open for us to look into it at a later time;</li> <li>○ Staff on board: one staff member will be a voting member on the transitional board, except for in discussions where there is a conflict of interest. The staff member cannot hold one of the executive board</li> </ul> </li> </ul>

		<p>member positions;</p> <ul style="list-style-type: none"> <li>○ Membership: applicants will go to clinic staff, then approved by the board. If the board turns down an application they will need to justify the decision. Memberships last for 3 years, then they can re-apply.</li> <li>○ Transitional board: it will consist of 13 people, 4 board members from each clinic, plus a staff member that is voted in. The transitional board will then be phased out over 3 years. New board members will go to nomination committee, and serves 2 terms of 3 years.</li> <li>○ AGM: a question is raised whether quorum is necessary for AGMs.</li> </ul> <p><b>Action items</b></p> <ol style="list-style-type: none"> <li>5. Gary will start the process of obtaining the CLSO name;</li> <li>6. Steering Committees should email Gary with any changes to the constitution they see fit;</li> <li>7. Gary will ask lawyer whether quorum is necessary for AGMs.</li> </ol>
4	Subconsultants	<p><b>Discussion points</b></p> <ul style="list-style-type: none"> <li>● It was confirmed that Kim Cunnington-Taylor is the lawyer that has been chosen as a sub-consultant. She is in the process of doing a conflict of interest check, and then will be signed onto the project;</li> <li>● It was confirmed that Paul Durber was chosen as a pay equity consultant. Charlie and Gary will be meeting with him soon, and granted he is a good choice will hire him.</li> </ul>
5	Other items	<p><b>Discussion points</b></p> <ul style="list-style-type: none"> <li>● It was presented that a staff member from WELS will be retiring Jan. 8<sup>th</sup>. A housing case worker will be hired, it is yet to be decided whether this will be a lawyer or community legal worker;</li> <li>● The committee also generally discussed the voluntary exit/buyout options that have been discussed with LAO;</li> </ul>

		<ul style="list-style-type: none"> <li>• Gary presented that he has begun the application to LAO for a community development worker, who would facilitate partnerships in both indigenous communities and rural communities;</li> <li>• Gary mentioned that he had met Sharp Dopler, an HIV outreach worker who reaches out to Aboriginal communities. This meeting brought up the conversation that there is a need for an Aboriginal justice worker, similar to the one on staff at the Hamilton clinic;</li> <li>• It was discussed that Hugh Tye (ED of Hamilton clinic) should be reached out to, to discuss the role and funding of his Aboriginal justice worker.</li> </ul> <p><b>Action items</b></p> <p>8. Gary will reach out to Hugh Tye to inquire about Aboriginal justice worker position.</p>
6	Next Meeting and Adjournment	<p>Adjournment: 3:10 PM</p> <p>Next meeting: Dec. 21<sup>st</sup> 2PM and Jan. 11<sup>th</sup> 2PM</p> <p>Action items</p> <p>9. Emma will send out invite for next two Steering Committee meetings.</p>