

Human Rights Legal Support Centre Board of Directors Meeting - Minutes

November 30, 2020

5:05 pm

Videoconference

Chair: Mary Joe Freire

Attendees: Evelyn Ball Michelle Tan Sharmaine Hall
 Ena Chadha Patrick Nadjiwan Bessie Mavroutsikos
 Martial Moreau Tamar Witelson Raúl Cano Arana (minutes)

Item	Discussion	Follow up
1	<p>Standing Items</p> <p>a) Approval of Agenda Motion: To approve the Agenda of the November 30, 2020 Board Meeting. M/S: Ena Chadha / Patrick Nadjiwan Motion carried.</p> <p>b) Approval of Minutes Motion: To approve the Minutes of the October 30, 2020 Board Meeting with the amendment to add “which included the comments and suggestions made by Ena Chadha” to the MAG Audit recommendations section. M/S: Patrick Nadjiwan, Michelle Tan. Motion carried.</p> <p>c) Conflict of Interest No conflicts were declared.</p>	<p>Michelle Tan stated that she shared the letter from the LTB with Mary Joe.</p>
2	<p>Report from the Chair</p> <p>The Chair updated the Board members on the following:</p> <ul style="list-style-type: none"> • HRLSC’s meeting with DAG. • MAG Recommendations’ Board Committee • Board Members Recruitment • Schedule 3 Pillars meetings 	<p>Raul to send the DAG’s HRLSC presentation to members</p> <p>HRLSC to make a business case regarding IEC on the MAG Audit</p> <p>Ena volunteered to take a look at the decision tree once finalized (as part of the MAG audit recommendation for technologies)</p>

		Board meeting dates will be discussed on the December meeting
3	<p>Management Report</p> <p>Sharmaine Hall provided an update regarding the HRLSC’s Back to Work plan and asked the Board to approve April 1, 2021 as the return to work date.</p> <p>The Board approved the return to work plan</p>	Staff will be given a month notice to return to work.
4	<p>Complaints Policy</p> <p>Sharmaine presented the final draft of the Complaints Policy and Operational Guide to the Board members.</p> <p>Motion: To approve the Complaints Policy and Operational Guide. M/S: Patrick Nadjiwan/Ena Chadha. Motion carried.</p>	The Board discussed section 21 of the Operational Guide and decided to chose option B and to add a timeline of within 3 days.
5	<p>Adjournment</p> <p>Motion: To adjourn the meeting. M/S: Tamar Witelson/Michelle Tan Motion carried.</p> <p>The meeting adjourned at 6:02 pm. Next meeting: Video Conference on December 15, 2020.</p>	Board to discuss Board meetings date on the December 15 meeting.

M/S = Moved/Seconded **MAG**= Ministry of the Attorney General