

# Human Rights Legal Support Centre

## Winter Board of Directors

### Meeting Minutes

Date: February 28, 2023  
 Time: 4:07pm – 7:00pm  
 Via Videoconference

Chair: Ena Chadha

Vice Chair: Mary Joe Freire

Attendees:	Michelle Tan	Patrick Nadjiwan	Martial Moreau
	Gary Pieters	Evelyn Ball	Tamar Witelson
	Sharmaine Hall	Bessie Mavroutsikos	Sharon Hughes (Minutes)

Item	Discussion
1	<p><b>Standing Items</b></p> <p><b>a) Winter Board Meeting Agenda</b>  <b>Motion:</b> to approve the agenda of the Winter Board Meeting.  <b>M/S:</b> Tamar Witelson/Martial Moreau            Motion carried.</p> <p><b>b) Approval of Minutes</b>  <b>Motion:</b> to approve the minutes of the December 13, 2022 Operational Business Plan Board Meeting  <b>M/S:</b> Patrick Nadjiwan/Mary Joe Freire            Motion carried.</p> <p><b>c) Conflict of Interest Check</b>  <b>No conflicts were declared</b></p>
	<p><b>Report from the Chair</b></p> <p>Gary has been reappointed in his unique roll as cross appointee, until March 26<sup>th</sup>, 2026. A candidate coming forward as OHRC cross appointee may be hopefully joining us for May board meeting.</p> <p>1. Strategic Planning            The HRLSC will initiate the process for creating a Strategic Plan. The Board may use the in-person Board meeting in September for this purpose.</p> <p>2. Convene a Finance Committee            The Board discussed the requirement for convening a Finance Committee. The HRLSC Board By-lays were reviewed to determine if a Finance Committee was mandatory. There was no indication of one being required. There was no Committee struck at this time.</p>

3	<p><b>Cross Appointee Update</b></p> <p>Gary Pieters updated the Board on the following OHRC items:</p> <ul style="list-style-type: none"> <li>• Right to Read Report was released one year ago. The Report has garnered public attention and related activities are ongoing.</li> <li>• OHRC Public Statement - The Commission has released a statement on Human Rights and Access to Cold Weather Services as well as a statement on tackling anti-Black Racism in Education. The statements are posted on the OHRC website.</li> </ul>
4	<p><b>Proposed Board Meeting Agenda Changes</b></p> <p><b>a) Bylaw Review regarding Consent Items</b></p> <p>Mary Joe Freire and Patrick Nadjiwan reviewed HRLSC Bylaws regarding whether a consent item approach to conducting Board meetings was permitted. The review determined that there was no barrier to adopting this approach.</p> <p>Executive Director confirmed that a protocol will be provided at the next Board meeting.</p>
5	<p><b>Financial Report</b></p> <ul style="list-style-type: none"> <li>• Year to date Actuals - Bessie Mavroutsikos provided an update</li> <li>• Treasurer’s Report – Martial Moreau discussed his report</li> </ul> <p><b>Motion:</b> to approve DOJ Briefing Note.  <b>M/S:</b> Mary Joe Freire/Patrick Nadjiwan  Motion carried.</p> <p><b>Motion:</b> to approve moving in year savings/part of the cost award funds and move it to the restricted fund account to support the options listed in MAG Briefing Note (ex. data collection).  <b>M/S:</b> Mary Joe Freire/Tamar Witelson  Motion carried.</p> <p><b>Motion:</b> Raise the salary increase accrual from 1.5% to 3.5% to support 2022 increases.  <b>M/S:</b> Martial Moreau/Michelle Tan  Motion carried.</p>
6	<p><b>Update from Management</b></p> <p>Sharmaine Hall discussed the following in the management report:</p> <ol style="list-style-type: none"> <li>1. HRLSC Update</li> <li>2. HRTTO Update</li> <li>3. Ministry Update</li> <li>4. Judicial Review Report</li> <li>5. Case Outcomes</li> <li>6. Financial and Administrative Attestations</li> </ol>
5	<p><b>Scheduling 2023-24 Meetings</b></p> <ul style="list-style-type: none"> <li>▪ May 16, 2023 10:00am – 1:00pm – Year End Board Meeting</li> <li>▪ July 11, 2023 – Annual Report and Annual Members Meeting (time TBD)</li> <li>▪ September 19, 2023 – Board Development Meeting (all day meeting 10:00am – 5:00pm)</li> <li>▪ October 17, 2023– Mid-Year Review Board Meeting (time TBD)</li> <li>▪ December 5, 2023 – Operational Business Plan Board Meeting (time TBD)</li> <li>▪ February 27, 2024 – Winter Board Meeting (time TBD)</li> </ul>

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**Adjournment**

Motion: to adjourn the meeting

M/S: Evelyn Ball/Tamar Witelson

Meeting was adjourned at 7:11pm.

**BN** = Briefing Note, **LAO**= Legal Aid Ontario, **OPSEU**= Ontario Public Service Employees Union, **M/S** = Moved/Seconded, **HRLSC**= Human Rights Legal Support Centre, **HRTO** = Human Rights Tribunal, **OHRC** = Ontario Human Rights Commission, **MAG** = Ministry of Attorney General, **DAG** = Deputy Attorney General, **ADAG** = Assistant Deputy Attorney General, **ED** = Executive Director