

SALCO

SOUTH ASIAN LEGAL CLINIC OF ONTARIO



ANNUAL GENERAL MEETING 2009

Wednesday, October 21, 2009, 6pm
Friends' House, 60 Lowther Ave.
Toronto, Ontario

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**SOUTH ASIAN LEGAL CLINIC OF ONTARIO (SALCO)
ANNUAL GENERAL MEETING, 2009
Wednesday, October 21, 2009, 6pm
Friends' House, 60 Lowther Ave., Toronto, Ontario**

AGENDA

1. 6:00-6:15pm Mix and Mingle
2. 6:15-7:00pm Brief welcome and Introduction of Panel Speakers – Karin Baqi, Acting Executive Director
 - Keynote Speaker: Zahra Dhanani, Legal Director of the Metropolitan Action Committee on Violence Against Women (METRAC) and Member of the Community Advisory Board for the Forced Marriages Project: "Forced Marriages: No STILL Means No – Patriarchy and the Politics of Coercion"
 - Forced Marriages Project Report: Ritu Choksi, Forced Marriages Project Coordinator, SALCO
 - Intersecting Legal Issues: a Forced Marriages Casework Report: Deepa Mattoo, Community Legal Worker, SALCO
 - Question & Answer Period
3. 7:00-7:30pm Approval of 2008 AGM Minutes – Raj Dhir, Chair, SALCO Board of Directors

Chair's Report – Raj Dhir

Joint Staff Report – Karin Baqi

Treasurer's Report on the Audited Financial Statements of the Year-Ending March 31, 2009 – Harmolk Brar, Treasurer, SALCO Board of Directors

Approval of Auditor, Brian Metcalfe – Harmolk Brar

Nomination and Election of Board of Directors – Harmolk Brar

Adjournment – Raj Dhir
4. 7:30-8:30pm Buffet dinner served

SALCO 2008 AGM Minutes
October 29, 2008 at Friends House, 60 Lowther Ave., Toronto

1. Meeting was called to order at 6:30pm by Imran Chaudhary, Treasurer, SALCO Board of Directors
2. Introduction and welcome of guest speakers by Anita Balakrishna, Staff Lawyer, SALCO. Panel includes speeches on the following:
 - Updates in Immigration Law – Chantal Desloges, Barrister & Solicitor, Green and Spiegel Barristers & Solicitors
 - A Client's Story – S. Dachavaram
 - Trends in Immigration Casework – Shalini Konanur, Executive Director, SALCO & Chantal Desloges

Question and Answer Period followed

3. Approval of Minutes from AGM held on October 25, 2007
M/S Saba Zia/Raj Dhir CARRIED
4. Chair's Report by Prakash David, included in AGM package. Primary highlights include:
 - Creation and implementation of core policies for Clinic and governing structure for the Board; reviewing and improving the management of people and resources
 - SALCO's hiring of full staff complement since receiving permanent Legal Aid funding
 - Successful completion of first Forced Marriages Project, co-ordinated by May El-Abdallah
5. Joint staff Report by Shalini Konanur, included in AGM package. Primary highlights include:
 - Provincial Hate Crimes Advisory Board – SALCO sat on a Provincial Advisory board that is developing Community Witness Impact Statements to be used in sentencing of hate crimes.
 - Colour of Poverty Campaign – SALCO continued to play integral role in Campaign meetings and strategic planning sessions and spoke on the campaign in events across the GTA
 - Steering Committee on Bill 103 – SALCO chaired a Steering Committee for a community summit on Bill 103, *An Act to Establish an Independent Police Review Director* and the creation of a new public police complaints process.
 - CLEO 6-Languages Project – SALCO participated in a project to develop legal information tools in various areas of law in 6 different languages (including two South Asian languages).
 - Law Society Licensing and Accreditation Task Force – SALCO submitted a joint submission (with the South Asian Bar Association) to the Law Society of Upper Canada's Licensing and Accreditation Task Force in response to their consultation report.
 - Standing Committee on Citizenship and Immigration – SALCO made submissions calling for the stronger regulation of Immigration Consultants and a more effective role for the Canadian Society of Immigration Consultants.
 - The Pro Bono Law Project – this was the 5th and final year of the Law Foundation funded project, however over the last year SALCO has continued build long-term relationships with Pro Bono lawyers, especially those taking family law cases.

- Forced Marriage Project – SALCO received a 1-year grant from the Trillium Foundation for this highly successful project. As part of the project an international symposium on the issue was held in Toronto, with over 150 delegates from around the world, including survivors of forced marriages, academics, lawyers, judges, government representatives, writers and others. SALCO has also conducted extensive trainings on the issue for front-line workers.
- SALCO's new website – SALCO has updated its website with new resources, links, a Notice Board and updated staff information.

6. Treasurer's Report on the Audited Financial Statements for the year ending 2007 and year ending March 31, 2008 by Imran Chaudhary

- Two audited financial statements had to be produced over the past year. The second was in order for SALCO to match its fiscal year-end to that of Legal Aid Ontario's.
- Explanation of surplus

Approval of the financial report

M/S Sheila Konanur/Saba Zia CARRIED

7. Approval of auditor, Brian Metcalfe

M/S Sheila Konanur/Saba Zia CARRIED

8. Approval of Amended By-law announced by Shalini Konanur. Amendments included in AGM package and include:

- Additions to section 2 (definition of "community member" and "Greater Toronto Area")
- Amendment to section 6 (Composition and Term of Board)
- Amendment to section 8b (Duties of Chair)
- Amendment to section 8c (Duties of Secretary)
- Amendment to section 8d (Duties of Treasurer)
- Amendment to section 6b (Quorum at Members' Meeting)

M/S O'Neil DaSilva/Vijay Agnew CARRIED

9. Nomination and Election of Board of Directors announced by Shibil Siddique, Member, SALCO Board of Directors

(a)	Raj Dhir	M/S	Joanne/Lawrence	CARRIED
(b)	Vijay Agnew	M/S	Joanne/Lawrence	CARRIED
(c)	Harmolk Brar	M/S	Joanne/Lawrence	CARRIED
(d)	Farrah Khan	M/S	Joanne/Lawrence	CARRIED
(e)	Jacqueline Batista	M/S	Joanne/Lawrence	CARRIED
(f)	Neil Puddicombe	M/S	Joanne/Lawrence	CARRIED
(g)	Phil Pothan	M/S	Joanne/Lawrence	CARRIED
(h)	Neha Chugh	M/S	Joanne/Lawrence	CARRIED

9. Motion to adjourn

M/S Saira Zubesis/O'Neil DaSilva CARRIED

2009 CHAIR'S REPORT

Welcome to SALCO's Annual General Meeting.

It has now been two years since SALCO became a core funded Legal Aid Ontario community legal clinic. Since receiving core funding, our goal has been to establish the necessary systems and infrastructure to guarantee long-term sustainability. Getting our house in order may not sound as flashy as working on a 'test case' or pushing for legislative reform but we believe it's the best way to ensure that we are optimally positioned to properly serve the needs of low-income South Asians in the Greater Toronto Area.

Thus, over the past year, SALCO developed a number of policies for office management and the administration of casework at SALCO including policies related to supervision, test cases, conflicts of interest and complaints. SALCO also adopted a more formalized process for performance management.

SALCO also conducted an exhaustive search for relocation to permanent offices. Happily we are in the process of finalizing the lease on a new location, one which will be even more accessible to our clients.

With respect to its day to day work, SALCO staff continued to represent low-income South Asians in cases relating to, among other things, immigration, income security, human rights and employment law. Often these were cases involving intersecting issues, exacerbated by poverty, family violence, immigration precariousness, and lack of access to adequate affordable housing. SALCO staff also travelled all over the GTA to deliver numerous public legal education seminars on topics as diverse as racial profiling, Canada Pension Plan and Old Age Security.

As always, it is necessary to acknowledge the outstanding work of SALCO's staff. They are the face of SALCO and their passion, tireless dedication and unwavering commitment to the goals of the clinic have made a difference in the lives of hundreds of our clients. Led by our Executive Director Shalini Konanur, who is currently on maternity leave and our acting Executive Director Karin Baqi, SALCO's staff includes two staff lawyers, Devika Ratnayake and Gitanjali Lena, two Community Legal Workers, Deepa Mattoo and Atulya Sharman, our Forced Marriage Project Coordinator, Ritu Choksi and our office administrator, Vanathy Wimalaswarans.

We would also like this opportunity to thank our outgoing Board members for their outstanding contributions to SALCO's Board: Prakash David, Aruna Dhara and Phil Pothan.

We would also like to extend a warm thanks to all of our dedicated Board members, volunteers, supporters past and present and of course our funders Legal Aid Ontario and Trillium Foundation. Finally, thank you to our membership and stakeholders for your continued support, encouragement and commitment to helping us serve the community in our vital work.

Raj Dhir
Chair, Board of Directors
SALCO

JOINT STAFF REPORT- 2009

INTRODUCTION:

The past year at SALCO has been busy and full of changes. We have hired new staff lawyers to bring us to a full staff complement which has enabled us to increase our casework and community development capacity.

As a relatively new Legal Aid Ontario clinic, we have made a commitment to increase our own professional capacity through ongoing training and education. We also routinely participate in various Legal Aid Ontario inter-clinic working groups and community-based social justice campaigns.

Over the past year we have made huge gains in publicizing our services to community agencies serving South Asian clients through continued Public Legal Education (PLE) workshops and partnership building, including with settlement and employment agencies, community centres, women's centres, youth and health services organizations as well as religious organizations.

In the face of limited resources, SALCO has maintained a commitment to community-based outreach, seeing it as a crucial way to share legal knowledge and information with the communities we serve, which often face barriers to accessing legal services.

SALCO also believes that access to justice in part involves being where our communities are. To this end, we have expanded our network of Satellite Clinics and legal drop-ins in the city, which are now regularly held at community agencies throughout the city, including: India Rainbow Brampton; India Rainbow Mississauga; East Scarborough Storefront; the Four Villages Community Health Centre and the 519 Centre.

The past year has also been very busy for our Board of Directors, which continued to work tirelessly to finalize a number of new policies, cited in the Chair's report, enabling us to ensure growing effectiveness and accountability as an organization.

HIGHLIGHTS:

The Colour of Poverty Campaign: SALCO has been involved with the Colour of Poverty campaign since its inception in 2007. The campaign seeks to bring together community groups and advocates throughout the province to address the increasing racialization of poverty in Ontario. Over the past year, SALCO continued to play an integral role at the Campaign's meetings and strategic planning sessions. SALCO has also had the opportunity to actively speak at various forums on behalf of the Campaign, most recently at a roundtable discussion with the United Nations Independent Expert on Minority Issues.

Family Law Education for Women (FLEW): SALCO participated in the Family Law Education for Women (FLEW) project which was developed by a coalition of organizations mobilizing around access to public family law education and outreach for women. This past year, FLEW released a series of accessible public legal education materials on a variety of family law topics, which were translated into a number of languages, including three South Asian languages. SALCO continues to use these resources in providing linguistically and culturally appropriate PLE workshops in family law matters to South Asians throughout the city.

Provincial Learning Advisory Committee (PLAC): PLAC is a joint Clinic-Legal Aid Ontario (LAO) initiative that provides funding, leadership and support regarding the ongoing development, implementation and evaluation of province-wide clinic staff and board learning programs. SALCO staff currently sit on the Committee and recently appeared at a Stakeholders' meeting on "Building Equitable & Inclusive Work and Service Environments," which included representatives and management from the Law Society of Upper Canada, the Law Foundation of Ontario, LAO and PLAC.

Chillin' in your Brown Skin: Chillin' in your Brown Skin is a collective of four South Asian-focused community agencies, including the Council of Agencies Serving South Asians (CASSA); the Alliance for South Asian AIDS Prevention (ASAAP); the South Asian Women's Centre (SAWC) and SALCO. Originally formed in 2001, the collective was formed to promote and provide space for the diverse voices of South Asian youth and community in Toronto. Over the past year SALCO worked with the collective to host a celebration for South Asian Heritage Month and presented a workshop and engaged in outreach activities at the Masala! Mehndi! Masti! Festival. In light of the changing needs and capacities of our organizations, the collective's member organizations will continue to partner in outreach and South Asian Heritage month activities, though under a new banner, in order to engage wider audiences.

Ethno-racial People with Disabilities Coalition of Ontario (ERDCO): SALCO is a member of the ERDCO, which seeks to advance the inclusion, rights and diverse voices of ethno-racial people with disabilities through advocacy, education, research, resource development and partnerships that reduce barriers to their full community participation. SALCO staff currently sits on the Symposium Advisory Committee, which is in the process of planning a symposium on "Parenting with a Disability & the Legal System" in February 2010.

Migrant Justice Campaigns and Collaborations: SALCO staff are involved in a number of networks related to justice for non-status people, including the Rights of Non-Status Women Network, No one is Illegal – Toronto, and the Community Advisory Board of a research study on access to social services by non-status women. SALCO also co-produced a legal opinion related to responding to immigration enforcement at women's shelters for a project entitled "Moving Towards Visibility – Non-Status Immigrants and the Social Service Sector, A Report on the Undocumented Support Network Project."

Forced Marriage Project: SALCO received another year of funding from the Trillium Foundation to continue its highly successful Forced Marriage Project. The first phase of the project, completed in 2008 culminated in an international symposium exploring the legal, social, and policy aspects of forced marriage and was attended by over 150 delegates from around the world. The second phase is currently underway and is drawing on the findings of the first phase to develop public legal education materials, a toolkit for frontline caseworkers, and a website to advise Ontarians about the issues surrounding forced marriage and the resources available to respond to them.

NOMINATIONS SLATE 2009

Jacqueline Batista (re-election for the 2009-11 term): Jacqueline holds a Masters in Social Work from the University of Toronto. Jacqueline is currently employed as a social worker at Bridgepoint Hospital, where she works with marginalized people as they navigate through the health care system. Through this work Jacqueline has had exposure to low-income South Asians and the problems they face. After many years of working directly with the general public in the health care system, Jacqueline has developed a keen interest in policy, organizational management and program evaluation, particularly for low-income individuals.

Imran Choudhary (re-election for 2009-11 term): Imran has sat on the Executive Committee of SALCO's Board of Directors for the past two years, carrying out the roles of Treasurer and, most recently, Secretary. He has spent the majority of his post-MBA life working as a management consultant on a variety of different projects with clients from both the public and private sector and is currently a Senior Strategy Consultant with BMO Financial Group. Imran also volunteers as a member of the Citizen Transit Advisory Committee for the Town of Oakville, Ontario.

Neha Chugh (re-election for the 2009-10 student term): Neha is a social worker turned law student, who is currently studying at Osgoode Hall Law School. Neha is passionate about social and community issues. Her background includes community outreach in Ottawa, Ontario and the collection of community data for municipalities in the Ottawa area. Neha has also acted as Program Coordinator for Pro Bono students Canada, which links post-secondary students with pro bono opportunities throughout the Greater Toronto Area.

Neena Correa (new election for the 2009-11 term): Neena is a legal secretary with the Ontario Human Rights Legal Support Centre and has extensive experience in human rights-related legal environments. She has a background in political science and has volunteered her time to work with community-based literacy and arts projects in Parkdale and Etobicoke.

Farrah Khan (re-election for the 2009-11 term): Farrah is a social worker who is committed to working on issues of access to justice for marginalized communities such as low-income South Asians in Toronto. She was also actively involved in SALCO's Forced Marriage Symposium that took place in June 2008 as a workshop presenter. Farrah also volunteers co-directing Our Collective Dreams, creating programming and projects to address violence in the lives of Muslim young women.

Mehreen Rahman (new election for the 2009-11 term): Mehreen has a strong interest in SALCO's mandate and has past experience working on various public interest and social justice issues. She obtained her LL.B and LL.M from S.M. Law College in Karachi, Pakistan and practiced in Pakistan for a number of years. She is presently fulfilling her licensing requirements to be called to the Bar of Ontario.

Neil Puddicombe (re-election for the 2009-11 term): Neil is a first generation immigrant of South Asian descent. His family arrived in Parkdale nearly 40 years ago with no support services to help them deal with the myriad of legal, economic and cultural challenges that coming living in a new country. With an interest in ensuring that newcomer South Asians have more support services to settle in Toronto, Neil has involved himself in doing legal aid work, including working at a legal aid clinic. Neil believes that access to justice is critical for low-income South Asians.

Nidhi Punyarthi (new election for the 2009-10 student term): Nidhi is currently in her final year of law school at Osgoode Hall Law School. She has been involved in various efforts to facilitate and promote the integration, sustenance and well-being of South Asian communities, and of South Asian women in particular, including starting a peer support organization for South Asian women at the University of Toronto, and assisting South Asian women through volunteer legal work at the Barbra Schliifer Commemorative Clinic.

Shibil Siddiqi (re-election for the 2009-11 term): Shibil is a Community Legal Worker with a legal aid clinic in downtown Toronto, practicing in various areas of poverty law. He also writes about South Asian politics and international relations and is a contributor to the Canadian Centre for Policy Alternatives and the Centre for the Study of Power and Politics at Trent University. Shibil holds an LL.B. degree from the University of Warwick, U.K., and an LL.M. from the University of Toronto. He has a background in international development, including working in the democratic governance and legal aid sectors in Kabul, Afghanistan. As a relatively recent immigrant to Canada, Shibil has a strong dedication to the provision of ethno-linguistically appropriate legal services for South Asians and to issues of access to justice more broadly.

SOUTH ASIAN LEGAL CLINIC (ONTARIO)

FINANCIAL STATEMENTS

MARCH 31, 2009

SOUTH ASIAN LEGAL CLINIC (ONTARIO)

MARCH 31, 2009

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Brian Metcalfe

Chartered Accountant


AUDITOR'S REPORT

To the Directors of the South Asian Legal Clinic (Ontario):

I have examined the balance sheet of the South Asian Legal Clinic (Ontario) as at March 31, 2009 and the statements of operations, changes in net assets and change in financial position for the three months then ended. These financial statements are the responsibility of the organization's management. My responsibility is to express an opinion on these financial statements based on evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating overall financial statement presentation.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and conduct an audit to obtain reasonable assurance as to whether the financial statements are free from material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.

In my opinion, these financial statements present fairly the financial position of the organization as at March 31, 2009 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.



CHARTERED ACCOUNTANT

Toronto, Canada
July 21, 2009

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SOUTH ASIAN LEGAL CLINIC (ONTARIO)

BALANCE SHEET

AS AT MARCH 31, 2009

	2009 \$	2008 \$
ASSETS		
Current		
Cash & short-term investments (Note 3)	339,064	176,128
Grants receivable	8,250	32,066
Accounts receivable	5,244	3,856
Prepaid expense	2,063	3,345
	354,621	215,395
LIABILITIES		
Current		
Accounts payable	13,717	13,665
Deferred revenue (Note 4)	197,558	58,733
	211,275	72,398
ACCUMULATED SURPLUS		
Accumulated surplus	143,346	142,997
	354,621	215,395
	354,621	215,395

ON BEHALF OF THE EXECUTIVE COMMITTEE:

Harmolk Bhar
HARMOLK BHAR

Position TREASURER

Position _____

SOUTH ASIAN LEGAL CLINIC (ONTARIO)

STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS

FOR THE YEAR ENDED MARCH 31, 2009

	2009	2008
	Twelve months	Three months
	\$	\$
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REVENUE		
Grants	485,533	219,786
Interest income	4,379	1,958
Fundraising & donations	6,600	-
Other income	3,750	-
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	500,262	221,744
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EXPENSES		
Program expenses	411,639	79,115
Administrative expenses	88,274	10,577
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Total expenses	499,913	89,692
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Excess (deficit) revenue over expenses	349	132,052
Accumulated surplus, beginning of the year	142,997	10,945
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Accumulated surplus, end of the year	143,346	142,997
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SOUTH ASIAN LEGAL CLINIC (ONTARIO)

EXPENSE SCHEDULES

FOR THE YEAR ENDED MARCH 31, 2009

	2009	2008
	Twelve months	Three months
	\$	\$
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PROGRAM EXPENSES		
Salaries & benefits	335,610	67,618
Rent	28,350	6,600
Promotion	659	-
Other program expenses	47,020	4,897
	<hr/>	
	411,639	79,115
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ADMINISTRATIVE EXPENSES		
Board & governance	9,597	1,800
Bookkeeping	8,559	2,626
Audit & legal	3,176	650
Office administrator	27,763	-
Office supplies and services	27,179	5,501
Increase in allowance for bad debts	12,000	-
	<hr/>	
	88,274	10,577
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SOUTH ASIAN LEGAL CLINIC (ONTARIO)

STATEMENT OF CASH FLOWS

MARCH 31, 2009

	2009	2008
	Twelve months	Three months
	\$	\$
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Sources of funds		
Operations		
Excess, revenue over expense	349	132,052
Increase (decrease) in current liabilities & deferred revenue	138,877	(83,383)
Decrease (increase) in current assets	23,710	(1,153)
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Cash flow from operations	162,936	47,516
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Net change in cash position	162,936	47,516
Cash position, start of period	176,128	128,612
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Cash position, end of period	339,064	176,128
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The cash position consists of:		
Cash & short term investments	339,064	176,128
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SOUTH ASIAN LEGAL CLINIC (ONTARIO)

NOTES TO FINANCIAL STATEMENTS

MARCH 31, 2009

Note 1: Nature of the organization

The South Asian Legal Clinic of Ontario (The Clinic) was incorporated in Ontario on February 6, 2001 as a not-for-profit corporation without share capital.

The Clinic was established to increase access to the justice system for low-income South Asians in a culturally and linguistically sensitive manner.

Note 2: Accounting Policies

The corporation follows generally accepted accounting principles in its accounting and financial statement preparation

Revenue recognition: Restricted grants are recognized in revenue in the year in which the related expenses are incurred. Grants not recognized in revenue in the year received are shown on the balance sheet as deferred revenue. Unrestricted grants are recognized as revenue when received or when they become receivable.

Donated services: The Clinic derives significant benefit from the voluntary services of many members and others. Since these services are donated, not purchased, they are not recognized in these financial statements because of the difficulty of determining their fair market value.

Note 3: Cash and short-term investments

	<u>2009</u>	<u>2008</u>
	\$	
Cash	339,064	173,909
Guaranteed Investment Certificates	<u>-</u>	<u>2,219</u>
	<u>339,064</u>	<u>176,128</u>

SOUTH ASIAN LEGAL CLINIC (ONTARIO)

NOTES TO FINANCIAL STATEMENTS

MARCH 31, 2009

Note 4: Grants and deferred grants

Deferred revenue is grants received by the end of the fiscal year to fund project expenses that will occur in a future fiscal year.

	<u>Balance</u> <u>April 1, 2008</u>	<u>Received</u> <u>2008-3009</u>	<u>Recognized</u> <u>as Income</u>	<u>Balance</u> <u>March 31, 2009</u>
Trillium Foundation	48,733	5,975	50,203	4,505
Legal Aid Ontario	-	620,976	427,923	193,053
Other grants	10,000	-	10,000	-
	<hr/>			
	58,733	626,951	488,126	197,558

Note 5: Lease commitments

The organization leases has no long term lease commitments.

Note 6: Financial instruments

There is no material difference between the book value and fair market value of the cash, term deposits, accounts receivable and accounts payable given their short-term maturities.

Note 7: Prior period's balances

The organization changed its fiscal year-end from December 31 to March 31 as of January 1, 2008. As a result of this change, the prior period's balances cover the the three-month period January 1, 2008 to March 31, 2008.