

# Annual Report | 2017–2018



**Community Legal Education Association**

**Community Legal Education Association (CLEA)** is a registered charity that helps Manitobans learn about the law and our legal system. We have been providing our many services and programs, most of them free of charge, since 1984. Our programs help promote access to justice by fostering an understanding of our justice system. Some of our specific programs include:

- The Law Phone-In & Lawyer Referral Program: a free telephone legal information and lawyer referral service
- Publications written in plain language on a variety of legal topics (available online and in print)
- Free presentations about the law for community groups and schools
- Training courses about the law for community service providers
- An annual law conference

Last year, Law Phone-In fielded over 7,700 calls, we distributed over 5,800 publications, and over 600 people attended our law presentations, Community Legal Intermediary courses, and law conference. Over 344,000 people visited our website. In total, over 358,000 people were served through our various services.

## Services

### WORKSHOPS and PUBLIC LAW CLASSES

CLEA operates a Speakers' Bureau of volunteers who donate their time each year to provide legal information sessions to the community on request. We have a panel of 107 speakers, primarily lawyers, who are prepared to deliver presentations. CLEA arranged 53 speaking events for the 2017–2018 fiscal year. This includes workshops, Community Legal Intermediary Training course presentations, Law Day, and school presentations. In total, over 600 people attended these sessions. Speakers volunteered over 267 hours, giving their legal knowledge and expertise.

#### Speakers' Bureau

CLEA partnered with 13 various groups and agencies in delivering Speakers' Bureau presentations, including the Winnipeg Public Library, Winnipeg Regional Health Authority, three seniors' organizations, two organizations serving newcomers, an organization helping homeless and at-risk young men, a daycare, an organization providing subsidized housing, an organization supporting single parents, and an organization supporting people with addictions. Presentations were on 12 different topics: *Law as a Career*, *Wills*, *Family Law*, *Immigration Law*, *Small Business & the Law*, *Wills & Estates*, *ABC's of First Time Home Buying*, *Powers of Attorney & Healthcare Directives*, *Older Adults & the Law*, *Criminal Law*, *Youth Justice*, and *Estates*.

Thank you to presenters: Robert Arthur, Tim Brown, Karen Burwash, Alastair Clarke, Mike Cook, David Davis, Heather Dixon, Leslie Heinrichs, David King, Diana King, Alyssa Munce, Odaro Omonuwa, William Pooley, Paul Simms, Cole Southall, Gerrit Theule, John Thullner, Sarah Thurmeier, Lori Van Dongen, and Tyler Warren.

#### Winnipeg Public Library

CLEA partnered with the Winnipeg Public Library for the Law in the Library series. A total of 18 workshops were delivered at various branches:

**Charleswood Library** – *ABCs of First Time Home Buying*

**Louis Riel Library** – *Wills*

**Millennium Library** – *Small Business and the Law* (2 sessions), *Wills*

**Munroe Library** – *Wills & Estates*, *Powers of Attorney & Health Care Directives*

**Osborne Library** – *Wills & Estates*, *Powers of Attorney & Health Care Directives*

**Pembina Trail Library** – *Immigration Law*, *ABCs of First Time Home Buying*

**River Heights Library** – *Older Adults & the Law*

**Sir William Stephenson Library** – *Wills*

**St. Boniface Library** – *Immigration Law*

**West End Library** – *Immigration Law*

**West Kildonan Library** – *Estates*

**Westwood Library** – *ABCs of First Time Home Buying*

**Windsor Park Library** – *Wills & Estates*

#### Law Day

The annual Law Day Open House took place at the Court House at 408 York Avenue on April 9, 2017. Law Day is a national event that celebrates the signing of the Charter of Rights and Freedoms. It's a chance for the public to learn about the law and the legal profession. CLEA arranged speakers for Question and Answer sessions on *Family Law* and *Law as a Career*. Thank you to lawyers Caroline Pellerin and Inderjit Singh, who presented.

## PUBLICATIONS

### Publications Distribution

CLEA distributes many pamphlets, booklets and other plain language materials about the law. We have an inventory of over 115 titles, including 91 CLEA titles, and 39 French or bilingual titles. In 2017–2018, CLEA distributed 5,849 items to hundreds of individuals and agencies across Manitoba. Distributions also occurred through conferences, exhibits, and member mailings.

We would like to thank Candray Mehkary of the Family Law Section, Legal Services Branch, Manitoba Justice for reviewing our Family Law Lesson Plans, and Susan Benning of Pollock & Company, for reviewing our Wills & Estates Brochures.

Our most recent additions are our *Wills & Estates* series (*Wills*, *Estates*, *Powers of Attorney*, *Healthcare Directives*), which are used as handouts for our *Wills and Estates* presentations. We also have a new case summary, *R. v. Jordan. Legal Tips for Single Parents* and our *Case Conferences* fact sheet have been translated into French, thanks to students through Pro Bono Students Canada, Alexander Krush and Danelle Rougeau Suchy and their supervisor, Guillaume Dragon. Alexander

and Danelle also recorded two narrated power points in French – *Separation and Divorce* and *How to Conduct Yourself in Court*.

## Displays

Each year, CLEA organizes displays of materials at a variety of events. This year, CLEA hosted exhibits at the following events: 2017 Law Day Open House, CLEA's Annual General Meeting, and Manitoba Social Sciences Teachers' Association Special Area Group Conference (SAGE).



## Publishing

### *The Manitoba Legal Services Directory*

Work on the 2018 *Manitoba Legal Services Directory* began with 154 lawyers placing 434 ads in the directory. The directory will be published in 2018–2019 with sales of the directory continuing in 2018–2019. Aside from being an excellent resource, between the ad sales and directory sales, the directory continues to be an excellent source of revenue.

### *CLEA's Annual Report*

Copies of the 2016–2017 *Annual Report* were distributed to members, volunteers, Members of the Legislative Assembly, Justices and Judges of the Court of Appeal, Queen's Bench and Provincial Courts, funders, Manitoba Bar Association Council members, various community and law-related agencies and throughout the community on an as-requested basis. The report continues to be a useful outreach and fundraising tool, as it presents CLEA's work in a readable format with a professional image.

## WEBSITE

The update of the website is an on-going endeavour. In 2017–18, we had over 344,685 visits, 1,645,929 page views, and 3,201,820 hits. Our website continues to grow in popularity and is an important vehicle for delivering public legal education and information, as seen from the following table:

Year	Visits	Page Views
2012–2013	54,000	222,000
2013–2014	122,000	717,000
2014–2015	130,000	986,000
2015–2016	153,000	1,465,000
2016–2017	223,000	2,000,000
2017–2018	344,685	1,645,929

Our website address is: <http://www.communitylegal.mb.ca>

We are also on Facebook where we post information about our upcoming presentations, events, new publications and videos. We recently joined Twitter. Since we've joined Twitter, our **Law in the Library** presentations have been even better attended than before. Thank you to everyone who has shared and retweeted our tweets.

## LAW PHONE-IN & LAWYER REFERRAL PROGRAM

Serving Manitobans as well as callers from around the world since 1975, CLEA's Law Phone-In & Lawyer Referral Program is an essential service, providing free legal information over the telephone to anyone who needs help. Many clients rely on the service as their emergency first-response team during a legal crisis. As a unified information and referral service, our program staff assesses callers' needs, provides information and summary advice and makes referrals to lawyers and law-related agencies where appropriate.

In 2017, the Program handled 7,731 calls, bringing the grand total to 380,520 since the service began in 1975. 55% of the callers were female, 77% originated from Winnipeg. Calls from outside Winnipeg came from 184 communities throughout Manitoba, primarily through our toll-free line. 341 came from other provinces and territories, 56 from 15 states in the United States and 39 came from around the world, many of them via e-mail: Australia, Bangladesh, Barbados, Belgium, Botswana, Brazil, Germany, India, Iran, Jordan, Malaysia, Mali, Mexico, Nigeria, Pakistan, Saudia Arabia, Sweden, Thailand and the United Kingdom. The legal issues in these international calls were in the areas of Immigration Law, Family Law and Wills & Estates. Some of the callers were looking for a lawyer or for information for a matter taking place in Manitoba (estates, divorce, mobility in family law matters, varying child support).

In addition to telephone calls, the Program received 1,209 e-mails and 22 walk-in clients (even though we do not have the facilities to handle walk-in requests). The greatest percentage of calls (36%) were concerning Family Law; including divorce, separation, custody, access, grandparent access, adoption, guardianship, child support, spousal support, and various property issues. Also, in this area of law, we received questions about domestic violence and protection orders and an increasing number of child protection calls. The remaining calls were in a variety of areas of law, shown in this chart.

Completed Program Calls by Topic:				
Family	2,288	36%	Immigration	120 2%
Civil & Small Claims	970	15%	Real Estate	111 2%
Other	694	11%	Landlord & Tenant	108 2%
Wills & Estates	636	10%	Commercial	91 2%
Criminal & HTA	613	10%	Debt	90 1%
Employment	398	6%	Legal Aid, Welfare, EI	66 1%
MPI	124	2%		

There was a noticeable increase in the number of calls involving domestic abuse. In addition to the calls requiring a referral or information about domestic assault, criminal harassment, and protection orders, there were also significantly more family law calls that involved family abuse or violence. The callers were primarily seeking information on custody, child and spousal support, and mentioned restrictions in dealing with their ex-spouse or partner due to criminal charges, an abusive history, or protection orders in place.

Workers Compensation calls doubled from 30 in 2016 to 60 in 2017. MPI calls also showed an increase from 110 to 124. Mental health review board and Landlord/Tenant inquiries also increased. Callers requested information on compensation and services available from these departments and crown corporations, jurisdiction of the tribunals, appeal options, and some callers required a referral to a lawyer or advocate.



Self-represented litigants comprised 647 of the calls in 2017. (In 2016, 223 callers were noted as being a self-represented litigant). Half of these callers were dealing with a family law issue. Additional areas of law included estate administration and litigation, small claims, civil matters over \$10,000, (both plaintiffs and defendants), powers of attorney, (including requests for an accounting or removal of a power of attorney), peace bonds, CPP disability appeals, license suspension appeal hearings, municipal bylaw appeals, landlord/tenant appeals, traffic ticket appeals, labour board hearings, social services appeal board, the child abuse registry, MPI collision claim appeals, creditor/debtor rights, committeeship applications, and human rights.

1,016 calls resulted in referrals to one of the 148 lawyers listed with the Lawyer Referral Service. Lawyers listed on the lawyer referral panel have agreed to provide a free initial consultation of up to half-an-hour to clients referred to them.

In 2017, our records show that we received referrals from 123 different sources: various individuals, lawyers and law firms, MLAs, community agencies, government departments, organizations, businesses, and as a result of being listed in various publications. The majority of the calls came from Legal Aid Manitoba - 251 (including The Public Interest Law Centre, and the Brandon Office), Legal Help Centre - 135, The Law Society of Manitoba - 87, Various lawyers and law firms - 86, Employment Standards - 63, Residential Tenancies Branch - 32, Various Court Offices, including Judges and Justices - 33, Manitoba Labour Board - 20, and various provincial government departments, particularly those under the umbrella of Manitoba Justice. This information is based on callers self-identifying who referred them.

Two lawyers are on staff at Law Phone-In, Jennifer Dunik and Charlene Thomas. Office hours are Monday to Friday, 9 am to 4 pm. During the school year, law students through the Pro Bono Students Canada program assisted us: Brendon Yarish (student lead), Alyssa Cloutier, Andrew Weber, Iman Kanji and Christian Pierce. We would also like to thank Zita De Sousa and Richard Bars, University of Manitoba Program Coordinators.

We are not alone. Aside from the Lawyer Referral Service in Manitoba, there are lawyer referral services in British Columbia, Alberta, the Yukon, North West Territories, Ontario, Quebec, Nova Scotia, Prince Edward Island and Newfoundland and Labrador. There are law phone-in services in Prince Edward Island, Nova Scotia, and Newfoundland and Labrador.

The Law Phone-In & Lawyer Referral Program can be reached at (204) 943-2305 or toll-free in Manitoba, outside of Winnipeg, at 1-800-262-8800. Callers can also call the general line (204) 943-2382 or email us. The email address is [info@communitylegal.mb.ca](mailto:info@communitylegal.mb.ca).

## EDUCATION AND TRAINING

To keep abreast of changes in the law, the Law Phone-In Lawyers and the Executive Director routinely attend Law Society and other continuing legal education seminars. Staff members also attended various net-working events – WISE Breakfast, Community Unemployed Help Centre's AGM, MBA President's Reception and Law Society of Manitoba President's Reception.

Executive Director, Mary Troszko, attended the annual Public Legal Education Association of Canada (PLEAC) conference in Charlottetown, September 20th and 21st, 2017. PLEAC is a national

organization whose members provide public legal education or information programs. PLEAC's annual conference always provides an opportunity to share best practices in public legal education.

## LAW CONFERENCE



Colleen Mayer, MLA for St. Vital

Community Legal Education Association's Annual Law Conference took place on Friday, February 23, 2018. There were 50 people in attendance, including teachers, students, lawyers, and service providers. Most of the participants were from Winnipeg, but there were also participants from Stony Mountain and Winkler. The conference was held at The

Union Centre, 200C – 275 Broadway, in Winnipeg. CLEA's Executive Director, Mary Troszko, was the Master of Ceremonies. Colleen Mayer, MLA for St. Vital, brought greetings on behalf of the Honourable Heather Stefanson, Minister of Justice and Attorney General.

The theme of this year's conference was *The End is Near, so Plan for It! (Everything you ever wanted to know about Wills, Estates & More)*. The first presentation was on *Making a Will* by Solange Buissé, of Taylor McCaffrey LLP. That was followed by a presentation on *Powers of Attorney, Committeeship, and Health Care Directives* by lawyer George Derwin,

and a presentation on the *ABCs of Handling an Estate* by Anita Southall of Fillmore Riley LLP. The afternoon featured a presentation on *Assisted Dying* by Allison Fenske of the Public Interest Law Centre. The day concluded with a Panel:

*When things do not go as planned* featuring Doug Brown, Public Guardian and Trustee, and Victor Olson of Progressive Legal Solutions LLP.

The conference evaluations, as well as the individual presenter evaluations, were very positive. We would like to thank all the presenters, our MC, Mary Troszko, Jennifer Dunik and Charlene Thomas for making sure the day ran smoothly, Larissa and Cassandra Troszko for helping at registration and taking photographs, and Naleway Caterers.



George Derwin, Barrister & Solicitor

## INTERMEDIARY PROGRAMS and TRAINING

### Community Legal Intermediary (CLI) Training Program

The CLI is a series of ten weekly, two hour workshops that train service providers about legal issues and resources in the community. Session 39 was completed in the spring of 2017, with a total of eight participants completing the program and graduating. Session 40 was completed in the fall of 2017 with ten participants. The Community Legal Intermediary courses remain very popular. The

number of participants and number of sessions is dictated by the size of our space and other commitments.

With the volunteer help of lawyers and presenters from Small Claims Court, the Consumer Protection Office, and Mediation Services, each week involved learning about different areas of the law. Sessions included: *An Overview of the Legal System, Small Claims Court, Welfare Law, Consumer Law, Domestic Violence, Family Law, Employment Law, Criminal Law, Youth Criminal Justice, and Mediation Options*. Thank you to presenters: Megan Bowman, Silvana Buccini, Brittany Eastveld, Len Fishman, Matthew Giesbrecht, Teresa Johnson, Michael Lazar, Wendy Martin White, Peter Mueller, Candace Olson, Lynn Ranville, Wayne Rose, Jasmine Schulz, and Charlene Thomas. Thank you as well to Charlene Thomas who introduced the speakers and made sure everything was running smoothly.

## SCHOOLS PROGRAMS

We believe that public legal education in the schools is very important. Therefore, we attend the SAGE conference every year. It's a great venue to distribute our publications and find out from teachers what kind of resources they need. We continue to offer Speakers in the Classroom (a Speakers' Bureau for school presentations) and we have developed materials specifically for teachers: *Jack and the Beanstalk* (mock trial for grade 5), YCJA Teaching kit, a series of case summaries, the newest of which is *R. v. Jordan*, and *Family Law Lesson Plans*. We also have a section of our website dedicated to *Schools and Youth*.

## PROJECTS IN 2017–2018

### Everyday Law Videos

We completed *Everyday Law Videos* – 20 videos that tackle common misconceptions – *Cooling off Periods for Contracts, Problems with Consumer Purchases, Door to Door Sales Contracts, Gym Memberships, Obligations and Rights When Stopped by the Police, Rights When Arrested, Searches of Persons, Searches of Homes, Bail and When it is Granted, Breach of Bail Conditions and the Consequences, Protection Orders – What do the Conditions Mean?, Effects of a Criminal Record and How Long Criminal Records Last, Responsibilities of Co-signers, Collection Agencies – What They Can and Cannot Do, Domestic Abuse Cases and the Laying and Dropping of Charges, Getting out of a Residential Lease, What is an Enduring Power of Attorney?, What is a Living Will?, Can I write My Own Will?, What Does Probate Mean?*

We would like to thank the Winnipeg Foundation for funding this project and would also like to thank writer and videographer, Helen Cholakis.

## ACCESS TO JUSTICE ACTIVITIES

CLEA is committed to promoting and supporting an equitable and accessible justice system that is responsive to the needs of Manitobans. We use a variety of ways to reach this objective:

### 1. Community and Other Outreach

Staff members attended the Community Unemployed Help Centre's Annual General Meeting, International Women's Day celebrations at the Legislature, and Manitoba WISE Annual Persons Day Breakfast.

The Law Phone-In Lawyers, Jennifer Dunik and Charlene Thomas, spoke to CPLED students about the Lawyer Referral Program and to Legal Help Centre's summer students about various resources available to their clients.

### 2. Co-ordination

Co-ordination activities with other organizations are essential for planning efficient and effective programs. Each year, CLEA is asked to provide representatives to many community committees. This year, staff members participated on the following committees:

- Manitoba Bar Association Law Day Organizing Committee
- Law Society of Manitoba Access Stakeholders Committee
- Law Society Working Group on Public Education and Information
- Joint Committee
- Family Justice Resource Centre
- Public Legal Education Association of Canada (PLEAC) – Board of Directors.

### 3. Advice and Consultation on Public Legal Education and Information Issues

Community groups frequently approach CLEA for advice about public legal education issues. This year we provided input to the Manitoba Courts regarding their website. They have included links to our website and we have provided links to theirs. We also provide information and presentations (on request) about legal issues for volunteers and boards of directors of not-for-profit organizations as well as information on law as a career for high school students.

We continue to participate on the Law Society's Access Stakeholders Committee. The mandate of this committee is to: "share ideas, information and best practices on access; learn what is already being done and identify gaps; coordinate efforts to avoid duplication and explore opportunities for partnerships."

The National Action Committee on Access to Justice in Civil and Family Matters developed Canada's Justice Development Goals. This is how Community Legal Education Association's programs support those goals.

#### Goal 1 – Address Everyday Legal Problems

- Our programs are part of the early resolution sector.
- We believe that people have a right to know the law. If they know the law, they are better prepared for legal problems they encounter.
- We offer a continuum of services from information (publications, presentations) through to summary advice (Law Phone-In) to referrals to lawyers for representation (Lawyer Referral Program).

#### Goal 2 – Meet Legal Needs

- Our programs are available to everyone.
- Over the years we have adapted our services - for self-represented litigants, by providing service through email, by expanding our website and by adding videos.

#### Goal 3 – Make Courts Work Better

- We help self-represented litigants through our publications (Uncontested Divorce Guide, Probate Guide, Small Claims Guide) as well as through the Law Phone-In & Lawyer Referral Program that provides information, summary advice, information on next steps, precedents, case law and help with forms.
- We have worked with the courts, providing suggestions about

their website and have mutual links between their services and ours.

#### Goal 4 – Improve Family Justice

- We offer publications on family law, self-help guides (Uncontested Divorce Guide and we worked with the province to develop the Grandparents Access Guide), legal information and advice through the Law Phone-In & Lawyer Referral Program.

#### Goal 5 – Work Together

- We work with many partners – various organizations and the legal profession.
- We are part of several working groups and committees.
- We are part of Public Legal Education Association of Canada.

#### Goal 6 – Build Capacity

- We have been working with Pro Bono Students Canada for over 10 years providing experience to law students at Law Phone-In.
- We have several programs for schools – Publications – (Mock Trials, Teacher Guides, Family Law Lesson Plans, case summaries), Speakers in the Classroom and an annual law conference.

#### Goal 7 – Innovate

- We maintain statistics regarding client satisfaction.
- We are able to share ideas through Public Legal Education Association's conferences and the various committees we are on.

#### Goal 8 – Analyze and Learn

- We maintain demographic data on the legal needs of users of our Law Phone-In & Lawyer Referral Program.

#### Goal 9 – Improve Funding Strategies

- As a not-for-profit with limited funding, we have learned to be very effective with our resources.
- When we apply for funding, we always look at sustainability of the new project in our existing programming.

## PUBLIC LEGAL EDUCATION AWARDS – 2017



On Tuesday, September 26<sup>th</sup>, Deputy Attorney General Dave Wright, on behalf of Justice Minister Heather Stefanson, presented this year's awards to Betty Hopkins, O.M., and teacher, Sandi Wagner.

Betty Hopkins, O.M., the chair and coordinator of the Manitoba W.I.S.E. Inc. Board of Directors, received the Advocate of Public Legal Education Award. Ms. Hopkins was honoured for her commitment to public legal education.

Ms. Hopkins has received several recognitions or awards, including the YWCA Women of the Year/Women of Distinction Award, the LEAF National Recognition Award, the Order of Manitoba in 2010, and the Human Rights Commitment Award – Manitoba in 2013.

Sandi Wagner is a teacher at Windsor Park Collegiate and she received the Public Legal Education Award. Sandi has taught the grade 12 Law course for the past 28 years and has incorporated the study of Law into the grade 9 Social Studies curriculum. During this time, she has

provided many engaging learning opportunities for her classes. Her students have been part of the mock trials for Law Day. They have attended, participated in and presented at various Human Rights, Social Justice and Law conferences. As a teacher, she believes that enhancing the curriculum with speakers and activities that focus on current issues and relevant topics will engage students in learning that extends beyond the classroom.



Former Public Legal Education award recipients: Roland Penner, Q.C., Darren Klapak, Reeh Taylor, Q.C., Gerald McDowell, Debbie Wake, David Matas and Diane Dwarka.

We would like to thank Justice Minister Heather Stefanson, Deputy Minister Dave Wright, Sheila Michalski, Betty Hopkins, Sandi Wagner, and everyone who attended.

## FUNDRAISING

Fundraising activities included sales and advertising of the *Manitoba Legal Services Directory* and the sales of publications produced in-house: *Directors' Liabilities, Beginning and Incorporating, the Small Claims Guide, Uncontested Divorce Guide, My Funeral Plan, Probate Guide* and sales of the *Youth Criminal Justice Act Teaching Kit* as well as our two mock trials: *Jack and the Beanstalk* and *Young v. Elder*.

CLEA is a registered charity as well as being registered with the All Charities Campaign. All donations are very much appreciated.

### NICE THINGS PEOPLE HAVE SAID ABOUT US:

**Annual Law Conference:** "Thorough summary! Great presenters and great info."

**Law Phone-In & Lawyer Referral Program:** "Thank you for this excellent service. Was really helpful. Greatly appreciated."

**CLI Training Program:** "Thanks so much for everything! I've learned lots from this course. Now I need to remember how and when to best use all this knowledge."

**Speakers' Bureau:** "Presenter very patient, obviously knows his stuff. Overview of subject just right for time allotment."

**Annual Law Conference:** "The plain, understandable language – not only using "lawyer speak!"

**Law Phone-In & Lawyer Referral Program:** "My problem was finding a lawyer, which the interview solved. The lawyer helped resolve my legal problem."

**CLI Training Program:** "Thank you for sharing, knowledge is power."

**Speakers' Bureau:** "Excellent and informative session; would attend other such sessions on other subjects."

**Law Phone-In & Lawyer Referral Program:** "My problem was finding a lawyer, which the interview solved. The lawyer helped resolve my legal problem."



# Financials

Complete Financial Statements available upon request.

## Community Legal Education Association (Manitoba) Inc. STATEMENT OF OPERATIONS and CHANGE IN NET ASSETS Year ended March 31, 2018

REVENUE	2018	2018	2017
	BUDGET	ACTUAL	ACTUAL
The Manitoba Law Foundation	\$ 113,000	\$ 113,000	\$ 110,000
Justice Canada	70,000	70,000	81,000
The Law Society of Manitoba	67,000	67,000	67,000
The Winnipeg Foundation	13,000	13,000	5,000
Donations	1,500	2,160	2,067
Fundraising	4,000	–	3,610
Interest income	–	70	64
Memberships & Registrations	6,650	5,832	6,589
Directory Advertising	10,500	10,925	10,725
Sales	2,500	1,626	2,863
Lease termination buyout (note 8)	19,600	19,656	–
	<b>\$ 307,750</b>	<b>\$ 303,269</b>	<b>\$ 288,918</b>
<b>EXPENSES</b>			
Accounting fees	\$ 2,500	\$ 2,752	\$ 2,757
Bank charges	110	86	338
Board and committees	900	1,088	638
Bookkeeping	3,000	2,867	2,890
Dues and memberships	540	275	259
Equipment purchase, repair & rentals	2,850	2,501	1,812
Facilitators	–	13	242
Fundraising expense	1,500	–	127
Insurance	3,000	3,066	2,839
Occupancy	21,400	14,287	14,781
Postage and delivery	4,350	2,755	4,138
Professional fees	25,500	2,638	6,109
Programming (non-salary)	11,100	9,854	10,763
Project Expenses (Schedule 1)	19,600	171,972	152,832
Promotion	2,400	1,308	151
Salaries and benefits	187,850	79,348	77,204
Staff training	4,750	1,419	2,170
Strategic planning	–	101	–
Sub-contracts	200	121	229
Supplies	6,200	3,354	4,709
Telephone	7,200	–	888
Travel	2,500	1,537	2,196
Website	300	–	–
	<b>307,750</b>	<b>301,342</b>	<b>288,072</b>
<b>Surplus of revenues over expenses</b>	<b>–</b>	<b>1,927</b>	<b>846</b>
<b>Unrestricted net assets, beginning of year</b>		<b>(5,469)</b>	<b>(6,315)</b>
<b>Unrestricted net assets, end of year</b>		<b>\$ (3,542)</b>	<b>\$ (5,469)</b>

## Community Legal Education Association (Manitoba) Inc. SCHEDULE 1 – PROJECT EXPENSES Year ended March 31, 2018

PROJECT EXPENSES	2018	2018	2017
	BUDGET	ACTUAL	ACTUAL
Bad Debt		\$ 150	\$ –
Contract Writers		11,500	16,000
Equipment purchases			326
Fundraising – Comedy Show		–	1,870
Law Conference expenses		1,246	1,646
Office Move	19,600	19,421	–
Salaries		1,000	–
Supplies		891	–
Website		1,062	252
	<b>19,600</b>	<b>35,270</b>	<b>20,094</b>
<b>LAW PHONE-IN</b>			
Board and committee expenses		–	79
Memberships		275	279
Occupancy		5,307	8,099
Professional fees		10,545	7,287
Salary and benefits		114,540	108,639
Staff training		1,051	2,277
Telephone		4,966	6,078
Travel		18	–
		<b>136,702</b>	<b>132,738</b>
	<b>19,600</b>	<b>\$ 171,972</b>	<b>\$ 152,832</b>



# People

## THANK YOU

Without the support of volunteers in the community, CLEA could not do its work. In the 2017–2018 fiscal year, our Board, staff, partners and volunteers have shown how they value public legal education and the work that CLEA does. We thank all of our volunteers, partners and supporters. You are the heart of our programs and success.

## VOLUNTEERS

The volunteer and in-kind support provided to CLEA each year has significant program and financial value. Each year, volunteers spend hundreds of hours organizing and taking part in events or programs. In 2017–2018, the dollar value of the time spent by CLEA volunteers was over \$53,630. This figure does not include the time spent by volunteers of CLEA's Board of Directors and the lawyer panel of our Lawyer Referral Service. The value of in-kind support was \$200. This figure does not include discounts we receive by getting special rates through various suppliers to keep our costs low.

CLEA volunteers include lawyers, law students, and non-lawyers. They give us their help through presentations, serving on our Board of Directors or committees, office/clerical assistance, event planning and support, writing, editorial review, fundraising and volunteering at Law Phone-In.

## STAFF

CLEA is fortunate to have a committed and hard-working staff with over 50 years of collective experience in public legal education and information. Our staff members in 2017–2018 were:



**Mary Troszko**, Executive Director

**Jennifer Dunik**, Law Phone-In Lawyer

**Charlene Thomas**, Law Phone-In Lawyer

## BOARD OF DIRECTORS

A community-based Board of Directors elected by our general membership governs CLEA. Directors are elected at the Annual General Meeting and hold office for a term of two years. The board is responsible for establishing appropriate policies for the overall management of CLEA.

The board members in 2017–2018 were:

**Frank Reeves** (President) – President River East Transcona Teachers Association, Teacher

**Lia Baksina** (Vice-President) – Staff Officer, Manitoba Teachers' Society

**Jodi Ryzowski** (Treasurer) – Accountant



Front row L to R: Stacey Soldier, Jodi Ryzowski (Treasurer), Darren Grunau. Back Row L to R: Brandin Stoesz, Mary-Ellen Wayne, Frank Reeves (President) Lia Baksina (Vice President), Julia Rykman, Megan Bowman (Secretary).  
Missing: Justin Douglas, Melanie Beaudry.

**Megan Bowman** (Secretary) – Restorative Action Centre  
Co-ordinator, Mediation Services

**Stacey Soldier** – Lawyer, Stacey Soldier Law Corporation

**Julia Rykman** – Lawyer, Pitblado LLP

**Darren Grunau** – Articling Student, Justice Canada

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