**Minutes of the Annual General Meeting of the Judges Counselling Program**

**Royal York Hotel, Toronto, Ontario**

**Friday, September 14, 2012**

**Present:**

1. Judge B. Beach
2. Judge G. Brophy
3. Judge D. Higa
4. Justice of the Peace A. Clark
5. Judge Wayne Gorman
6. Justice L. Dellapinna
7. Justice J. McMurtry
8. Judge Ross Green
9. Justice P. Reinhardt
10. Justice R. Timms
11. Justice M. Thomson
12. Justice D. Fry
13. Justice E. Hughes
14. Justice D. Shelley
15. Justice K. Ruddy
16. Judge R. MacKay
17. Judge N. Orr
18. Judge K. Tarwid
19. Judge Heinricks
20. Judge Ben Taylor
21. Madame la juge L. Arcand
22. Monsieur le juge L. Legault

**Guests**:

1. N. Sayed, OCFJA
2. A. LeBel, OCFJA
3. W. Osborne, OCFJA
4. E. Dixon, Sheppell.fgi
5. P. Wittes, Sheppell.fgi
6. P. Cerullo, Sheppell.fgi
7. T. Davison, Sheppell.fgi
8. **Welcome and Introduction**
9. **Approval of the Minutes of the JCP AGM, Regina, Saskatchewan - September 23, 2011.**

Minutes of the JCP Annual General meeting held in Regina, Saskatchewan on September 23, 2011 were presented for review and approval. Moved by Justice Snider, seconded by Justice Timms that the minutes be adopted. Motion carried.

1. **Report from Sheppell fgi**

Ms. Dixon reviewed the JCP Annual Report, a copy of which was provided to the members. The highlights of this report are as follows:

* This report is based on usage from July 31, 2011 to June 30, 2012.
* The utilization rate is based on the number of cases in the calendar year, divided by the number of eligible judges for the program (2000+).
* There were 185 cases this program year resulting in a utilization rate of 6.87%. 85% of these cases were for counselling, 15% for Worklife Services.
* Top counselling themes are personal/emotional with personal stress as the most common parenting issue.
* Phone and in-person counselling are most popular methods of counselling; however we are beginning to see a rise in the new online tools.

A general discussion was held around the table and included the following:

* How can we ensure that the counsellors aren’t taking advantage of clients by referring them for unnecessary follow-ups? Sheppell is very careful with conflict of interest, if a patient is at the end of their short term counselling cycle and require further counselling, a counsellor cannot self-refer a patient. Sheppell would involve a case manager to evaluate the situation and needs of the patient going forward.
* Can Judges choose their own counsellors? We prefer judges to reach out to the counsellors in our network as we can’t control the quality of the services provided by someone who does not work for us. We can however make exceptions for judges who request a specific counsellor. The client would pay out of pocket to see the counsellor and they would then be refunded.
* If a JCP Board Member receives a complaint, how does Sheppell want the board to deal with it? E. Dixon would like to be advised of the issue, following evaluation the case can be escalated if necessary. Sheppell wants to be able to address any problems and reach out to the affected judge. Board members can offer Ms. Dixon’s phone number if they speak with a judge who feels the service received is not up to par. Judges can also call the general Sheppell number and lodge a complaint, which will be funnelled to Ms. Dixon.
* Average time lapse between the incoming call and meeting with a counsellor is 5 days maximum, frequently less.
1. **Governance Update**

Wayne Osborne is retiring at the end of February 2013. Ms. Nicole Sayed will be taking over his position and assist the JCP. Ms. Sayed has acted as our Auditor for many years; we will have to find a replacement. If you know of anyone who may be interested, please let Justice Snider and Justice Fry know.

The JCP is considered a ‘not for profit’ organization. Now that these rules are in place, the bylaws must be updated and amended. We currently have a solicitor in Ottawa doing the work for us; this is being coordinated by Justices Snider and Justice Fry. The intent is not to change the document drastically, it is about updating it. We must meet the requirements of the new act.

Justice Hughes and some of the other members question why membership on the Executive Committee is set out as it is? Justice Melnyck struck a sub-committee to review the bylaws many years ago. The recommendation this committee made at the time with respect to the structure of the Executive was to have federally appointed judges act as President, Secretary, Past President as well as in another 4 positions as sitting as officers. The rational is that the JCP is, in essence, a volunteer organization as funding is based on the 50$ per judge rate. Ever since our inception, FJA has provided administrative support for the Committee. Because they are prepared to provide the service to us at no extra cost, when and if FJA was to be audited, we can’t have a provincial court judges as President as FJA is a Federal organization.

Justice Snider will review the bylaws. Please let her know if you have any comments or questions. We have until 2014 to complete this task.

1. **Report to the Board of Directors**

The Executive Committee Meeting is to be held in Ottawa on May 3, 2013. There are 2 reports included in your briefing books, one to the CSCJA and the other to the CCCJ. This year, Justice Fry attended the Vancouver meetings and spoke to the Association. Justice Fry reports that it was very useful as there was much interest in the JCP and many questions were asked about access for family members and concerns regarding confidentiality.

Justice Beach suggests that by sending out electronic bulletins to the courts about the JCP, we can reduce the amount of misinformation that is getting out.

1. **JCP Financial Report and Appointment of Auditor**

Mr. Wayne Osborne and Ms. Nicole Sayed reviewed the financial reports provided to the Board of Directors. The JCP showed a surplus of 24k last fiscal year, giving us a cumulative surplus of approximately 100k. The Sheppell costs have risen slightly, however usage is up so it is to be expected. The 50$ a head rate seems to be working well and we have no need to go any higher. I will send out the statements for the current fiscal year, please let your Provincial Chiefs know that invoices will appear on their desks in the coming weeks.

1. **JCP Promotional Items**

We currently use the sticky notes and pamphlets for promotion of the JCP. We have looked into other affordable tools for promotion, including the possibility of creating some first aid kits. The website is also an important tool. Mr. Berman currently assists us with managing our website. He provided to us an accessibility report prior to this meeting; however we were unable to have it on the agenda due to short notice.

1. **Update to Brochure**

Justice Janet McMurtry will head up the committee to the review the pamphlet, Justice M. Thompson will assist with formatting the document. This will be brought to Executive Committee meeting agenda in April. Ms. Dixon has also offered to provide feedback and comments.

1. **Communication with Members**

The brochure and the website are our more important communication tools. The completion and review of the pamphlet is a step in the right direction.

Justice Dellapina believes that getting the word out to spouses and families could be the key to the JCP’s success. Topics such as elder care, issues affecting teens, diet, etc. Justice

Brophy thinks that getting the word out to the older, 30+ adult children is also important.

1. **Appointments to the Board and Executive Committee**

The Committee bids goodbye to Justice Paul Reinhardt after 10 years on the board. Justice Reinhardt proposes that his replacement be Justice Brophy.

Directors were advised of the following changes to the board of Directors:

* Justice P. Reinhardt is resigning after 10 years on the board; his replacement is Mr. Justice G, Brophy.
* Justice R. MacKay replaces Justice K. Skilnick.
* Justice L. Arcand replaces Justice H. Poulin.
* The committee welcomes: Justice G. Bowden, Justice W. Gorman and Justice D. Shelley.

The Committee wishes to thank Justice Hughes, as Past President this will be her last meeting with the Committee.

1. **Future Meetings**
* **Executive Committee Meeting 2013** – Ottawa, Ontario, May 3, 2013.
* **Annual General Meeting 2013** – St. John’s, Newfoundland, Saturday, September 14th.