SGPS Fee Referendum Package - January 2023

Queen’s Legal Aid

Group Description

Queen’s Legal Aid provides free legal services low-income residents in the Kingston area, as well as to Queen’s University students. We have been helping people in the Queen’s and Kingston communities for over 50 years.

Queen’s Legal Aid seeks an increase in its fee from $5.00 to $5.50. As a result of this fee, SGPS members qualify automatically for our legal services, without having to meet the financial criteria mandated by Legal Aid Ontario and without the need to consider financial support available to the student from family members.

Queen’s Legal Aid (QLA) practices in a number of areas of law, including landlord-tenant matters, minor criminal or quasi-criminal charges, City of Kingston Nuisance Party offences and Administrative Monetary Penalties, employment law matters, and Small Claims Court proceedings. If you have a landlord who is refusing to do much-needed repairs or who tries to illegally evict you, then QLA may be able to help. We may be able to assist you if you had too much fun one night, ran into trouble with the police, and got charged with a minor criminal offence such as drug possession, assault, or mischief, or were given an Administrative Monetary Penalty as a result of getting caught up in a nuisance party sweep.

In addition, in 2021 QLA began assisting students in appeals to the University Student Appeal Board (“USAB”) under the new Queen's University Senate Student Academic Appeals Policy. So, while hopefully you will never need to do so, if you ever need to appeal a grade affecting your academic standing to the final appeal board at Queen’s, QLA may be able to assist you.

Of particular importance for many SGPS members, we also provide Notary Public and Commissioner of Oaths services to certify documents and commission Statutory Declarations. This is an enhanced service that QLA only provides to Queen’s students who have paid the QLA levy. An SGPS member who uses our services for just one notarization - which often required for membership in a professional body such as the Law Society or other professional colleges, as well as for graduate school applications, OSAP, immigration issues, and more - will save the significant cost of paying a private lawyer for that same service.

If you have a legal question you would like assistance with, or for more information, please drop by our office at the Queen’s Law Clinics, 5th Floor, 303 Bagot Street (La Salle Mews building). Alternatively, you may call us at 613-533-2102.

We thank you for your support.
**Budgetary Breakdown**

Please refer to the attached “QLA - Budget 2022-23 for SGPS Referendum Package” spreadsheet. The two tabs (documents) describe the following:

- **Budget** – This worksheet provides a breakdown of the total forecasted spending for QLA. These expenditures are not divided up based on sources of funding, therefore, the SGPS student fee will contribute to these expenditures along with our other sources of funding.

- **Other Source Funding** – This worksheet outlines all sources of funding that QLA is projected to receive for the period of April 1, 2022 to March 31, 2023, including from the SGPS, but not including our primary funding from Legal Aid Ontario, which is addressed in the Budget Tab.

Please note that we are unable to outline specifically how the SGPS student fee will be spent because we collectively apply all sources of funding to all of our expenditures.

That said, under our Funding Agreement with Legal Aid Ontario, without the QLA fee, QLA will be required to apply regular Legal Aid Ontario eligibility criteria for every student who seeks our services, and will not be able to provide the enhanced notarial and commissioning services described above.

Where QLA runs a deficit, this deficit automatically become the responsibility of the Faculty of Law, who traditionally covers any such deficit from the Faculty of Law’s operating funds.

We have also attached a copy of our audited financial statement for 2021-22, which we ask be treated confidentially.
### Budget

Please enter the proposed budget for the year ending March 31, 2023.

**SLSO: Queen’s Legal Aid**

#### Revenue
- **Legal Aid Ontario**
  
  759,649.34

#### Expenses

**Personnel**
- Salaries - Full Time
  
  550,000.00
- Salaries - Articling Student
  
  50,000.00
- Salaries - Summer Students
  
  120,000.00
- Salaries - Casual
  
  10,000.00
- Statutory Benefits
  
  162,500.00

**Other Employment Benefits**
- Included with Statutory Benefits for budgeting purposes. Will be broken out for reporting.

**Professional Dues**
- 25,000.00

**Other**
- IT Services
  
  4,500.00

**Total Personnel**
- 942,000.00

**Other Direct Operating Expenses**
- Accommodation Costs (Rent 303 Bagot St.)
  
  71,500.00
- Staff Travel
  
  2,000.00
- Communications
  
  1,000.00
- Equipment expenses
  
  3,500.00
- Supplies and Services
  
  2,500.00
- Library/Reference Materials
  
  4,000.00
- Conference fees
  
  2,000.00
- Membership fees
  
  500.00
- Audit and other reporting
  
  4,000.00
- Bookkeeping Services
  
  3,500.00
- Legal Fees
  
  3,000.00
- Legal disbursements
  
  1,000.00
- Other
  - Automobile Expenses
    
    3,000.00
  - Fibre Line Service
    
    5,000.00

**Total Other Direct Operating Expenses**
- 190,000.00

**Total expenses**
- 1,042,000.00

**Excess of revenues over expenses / (expenses over revenues)**
- (282,350.66)

If your budget has identified an excess of expenses over revenues please describe how the clinic will address the deficit.

Please see “Other Source Funding” tab.

After application of the other funding sources, this budget identifies a deficit of approximately $25,000.00. It is anticipated that some of this deficit may not materialize due to ongoing pandemic restrictions. Efforts are ongoing to secure additional donations. Any remaining deficit will be addressed by funds held by the Faculty of Law.
<table>
<thead>
<tr>
<th>Source</th>
<th>Description/Purpose of Funding</th>
<th>Estimated Funding, Year ending March 31, 2022-23</th>
<th>Ongoing / One-Time?</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alma Mater Society</td>
<td>Student Interest Fee (Queen's undergrads)</td>
<td>108,900.00</td>
<td>Ongoing</td>
<td>Subject to approval at upcoming referendum - Fee did NOT pass in fall of 2021</td>
</tr>
<tr>
<td>Society of Graduate &amp; Professional Students</td>
<td>Student Interest Fee (Queen's graduate students)</td>
<td>17,000.00</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Queen’s Faculty of Law – In-kind contributions</td>
<td>Rent, IT Services and Fibre Line</td>
<td>81,000.00</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td></td>
<td>50,000.00</td>
<td>Ongoing</td>
<td>Year 3/5 of $40,000 annual donation, Year 2/4 of $10,000 annual donation</td>
</tr>
</tbody>
</table>

Total: 256,900.00
Student Fee Questionnaire

1. Why is your group seeking a Fee increase?

The QLA levy for SGPS students has not increased since 2017, but has been set at $5.50 for undergraduate students since 2019. The increase that QLA is seeking, from $5.00 to $5.50 is less than the 17% rise in prices due to inflation since 2017. We seek this fee increase to be able to continue to provide high quality, free legal services to Queen’s University students.

2. What circumstances have changed to necessitate a change in your Fee?

In addition to the inflationary pressures noted above, the demand for QLA’s services from students has greatly increased during and since the pandemic. Currently, about 40% of QLA’s clients are Queen’s students. This represents a doubling of the traditional pre-pandemic demand for services from students. The change in our fee will assist QLA in being able to hire additional staff and law students, so that we can continue to meet the demand for our services.

3. Is there any added benefit SGPS members will receive as a result of an increase in your Fee?

As a result of this fee, SGPS members qualify automatically for our legal services without having to meet the financial criteria mandated by Legal Aid Ontario. For example, QLA provides important notarization and commissioning services every year to SGPS members in the Faculty of Law and Physiotherapist programs, necessary for them to complete their licensing applications.

QLA is now able to provide students with an easy on-line application to apply for our service, with the option of initial intake appointments begin conducted in person or remotely.

In addition, due to recent policy changes, QLA will not act in a legal dispute between two Queen’s students. So, while we will assist you in a dispute against a government agency or a person who is not a Queen’s Student, we will never use your levy in a legal dispute against you.

4. How is the dollar value of the fee related to the benefit you are proposing to provide?

For a detailed budgetary breakdown, please refer to the “QLA - Budget 2022-23 for SGPS Referendum Package” spreadsheet. The SGPS fee contributes towards funding the operations of QLA and pays for costs, such as legal disbursements and court fees for clients.
5. **When was your group established?**

QLA was established and has been in continuous operation since 1971.

6. **What initiatives and/or opportunities have you provided the Queen’s Community with the collected funds and how will these initiatives change with the increase to the QLA fee?**

In addition to the free legal services provided to the Queen’s community, QLA provides over 60 volunteer and employment placements to students in the law and nursing faculties. Moreover, QLA engages in outreach initiatives within the Queen’s community, such as providing public legal education workshops to students.

While there will be no change to the provision of these opportunities with the increase to our fee, the fee increase will allow us to continue to provide services at the level to which SGPS member have become accustomed.
Schedule of Income and Expenditures

QUEEN’S UNIVERSITY AT KINGSTON
LEGAL AID ONTARIO PROGRAM

And Independent Auditors' Report thereon

For the year ended March 31, 2022
INDEPENDENT AUDITORS' REPORT

To the Management of Queen’s University at Kingston

Opinion

We have audited the Schedule of Income and Expenditures of the Student Legal Services Organization (“SLSO”) of the Faculty of Law on behalf of Queen’s University at Kingston (the “Entity”) for the year ended March 31, 2022, and notes including a summary of significant accounting policies (hereinafter referred to as the “Schedule”).

In our opinion, the accompanying Schedule referred to above is prepared, in all material respects, in accordance with the financial reporting provisions in Schedule E of the service agreement dated October 18, 2021 between the Entity and Legal Aid Ontario.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the “Auditors’ Responsibilities for the Audit of the Schedule” section of our auditors’ report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the Schedule in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Financial Reporting Framework

We draw attention to Notes 1 and 2 in the Schedule, which describes the applicable financial reporting framework and purpose of the Schedule.

As a result, the Schedule may not be suitable for another purpose.

Our opinion is not modified in respect of this matter.
Responsibilities of Management and Those Charged with Governance for the Schedule

Management is responsible for the preparation of the Schedule in accordance with the financial reporting provisions in Schedule E of the service agreement dated October 18, 2021 between the Entity and Legal Aid Ontario, including determining that the basis of accounting is an acceptable basis for the preparation of the Schedule in the circumstances, and for such internal control as management determines is necessary to enable the preparation of the Schedule that is free from material misstatement, whether due to fraud or error.

Auditors’ Responsibilities for the Audit of the Schedule

Our objectives are to obtain reasonable assurance about whether the Schedule as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditors’ report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the Schedule.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the Schedule, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

  The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity’s internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants
Kingston, Canada
July 25, 2022
**Student Legal Services Organization**

Financial Report - April 1, 2021 - March 31, 2022

**SLSO:** Queens Legal Aid, Queens's University

Including Queen's Family Law Clinic & Queen's Elder Law Clinic

<table>
<thead>
<tr>
<th>Period Ended:</th>
<th>March 31, 2022</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Income - please list major sources</th>
<th>Actual April/20-March/21</th>
<th>Actual April/21-March/22</th>
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</thead>
<tbody>
<tr>
<td>Legal Aid Ontario (LAO) funding</td>
<td>744,754.25</td>
<td>759,649.35</td>
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<tr>
<td>Faculty of Law In-kind contributions</td>
<td>80,653.90</td>
<td>82,340.78</td>
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<tr>
<td>Alma Mater Society (student interest fees)</td>
<td>96,218.50</td>
<td>109,757.15</td>
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<tr>
<td>Society Graduate Professional Students (student interest fees)</td>
<td>23,117.41</td>
<td>20,882.00</td>
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<tr>
<td>Donations</td>
<td>41,000.00</td>
<td>40,500.00</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>985,744.06</strong></td>
<td><strong>1,013,129.28</strong></td>
</tr>
</tbody>
</table>

**Operating Funds**

<table>
<thead>
<tr>
<th>Personnel &amp; Professional Services</th>
<th>b</th>
<th>b</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries: full-time</td>
<td>411,351.72</td>
<td>424,521.28</td>
</tr>
<tr>
<td>Salaries: full-time recovery</td>
<td>(11,500.00)</td>
<td>-</td>
</tr>
<tr>
<td>Salaries: articling student</td>
<td>55,021.02</td>
<td>127,044.73</td>
</tr>
<tr>
<td>Salaries: summer students</td>
<td>128,831.20</td>
<td>138,611.20</td>
</tr>
<tr>
<td>Salaries: casual</td>
<td>10,287.94</td>
<td>25,473.27</td>
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<tr>
<td>Benefits: full-time Statutory</td>
<td>132,477.10</td>
<td>31,000.48</td>
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<tr>
<td>Benefits: articling student Statutory</td>
<td>6,088.23</td>
<td>11,686.95</td>
</tr>
<tr>
<td>Benefits: summer students Statutory</td>
<td>11,672.99</td>
<td>12,751.66</td>
</tr>
<tr>
<td>Benefits: Casual Statutory</td>
<td>947.83</td>
<td>2,131.49</td>
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<tr>
<td>Benefits: full-time Other</td>
<td></td>
<td>76,216.43</td>
</tr>
<tr>
<td>Benefits: articling student Other</td>
<td></td>
<td>2,609.60</td>
</tr>
<tr>
<td>Contract services-bookkeeping</td>
<td>7,755.72</td>
<td>10,858.01</td>
</tr>
<tr>
<td>Internship</td>
<td></td>
<td>21,750.00</td>
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<tr>
<td>Outstanding liability for bookkeeping services</td>
<td>4,653.42</td>
<td></td>
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<tr>
<td>IT Services</td>
<td>4,262.90</td>
<td>4,069.80</td>
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<tr>
<td>Professional dues</td>
<td>25,510.68</td>
<td>16,937.79</td>
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<td><strong>Total Personnel</strong></td>
<td><strong>787,360.75</strong></td>
<td><strong>905,662.69</strong></td>
</tr>
<tr>
<td>Category</td>
<td>April/20-March/21</td>
<td>April/21-March/22</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td><strong>Transportation &amp; Communications</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automobile expenses</td>
<td>2,259.97</td>
<td>1,200.00</td>
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<tr>
<td>Telephone, cell and internet</td>
<td>189.24</td>
<td>189.24</td>
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<tr>
<td>Fibre lines for internet</td>
<td>4,951.30</td>
<td>4,951.30</td>
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<tr>
<td>Postage</td>
<td>1,848.14</td>
<td>1,004.87</td>
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<tr>
<td>Publicity advertising, student awards</td>
<td>91.51</td>
<td>36.19</td>
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<tr>
<td>Staff conference fees and travel</td>
<td>181.20</td>
<td>469.50</td>
</tr>
<tr>
<td><strong>Total Transportation &amp; Communications</strong></td>
<td>9,521.36</td>
<td>7,851.10</td>
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<tr>
<td><strong>Accommodation &amp; Equipment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent (303 Bagot Street)</td>
<td>71,439.70</td>
<td>73,319.69</td>
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<tr>
<td>File storage and destruction</td>
<td>802.11</td>
<td>1,735.50</td>
</tr>
<tr>
<td>Water and water cooler rental</td>
<td>249.35</td>
<td>246.17</td>
</tr>
<tr>
<td>Moving Furnishings</td>
<td>(3,729.00)</td>
<td></td>
</tr>
<tr>
<td>Equipment rental (copier/fax)</td>
<td>3,250.97</td>
<td>2,801.70</td>
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<tr>
<td><strong>Total Accommodation &amp; Equipment</strong></td>
<td>72,013.13</td>
<td>78,103.06</td>
</tr>
<tr>
<td><strong>Supplies and services</strong></td>
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<tr>
<td>Office supplies</td>
<td>3,677.10</td>
<td>2,626.15</td>
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<tr>
<td>Copying/printing charges</td>
<td>1,188.42</td>
<td>453.14</td>
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<tr>
<td>Library purchases</td>
<td>3,624.04</td>
<td>4,523.53</td>
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<tr>
<td>Miscellaneous</td>
<td>175.00</td>
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<tr>
<td><strong>Total Supplies</strong></td>
<td>8,664.56</td>
<td>7,602.82</td>
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<tr>
<td><strong>Total operating expenditures</strong></td>
<td>A 877,559.80</td>
<td>999,219.66</td>
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<tr>
<td><strong>Legal Disbursements</strong></td>
<td></td>
<td></td>
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<tr>
<td>Filing fees</td>
<td>30.00</td>
<td>568.18</td>
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<tr>
<td>Medical/Legal Reports</td>
<td></td>
<td>389.00</td>
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<tr>
<td>Other</td>
<td>1,480.72</td>
<td>12.63</td>
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<tr>
<td><strong>Net Legal Disbursements</strong></td>
<td>B 1,510.72</td>
<td>969.81</td>
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<tr>
<td><strong>Total expenditures</strong></td>
<td>A + B 879,070.52</td>
<td>1,000,189.47</td>
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<tr>
<td><strong>Net income for the period</strong></td>
<td>106,673.54</td>
<td>12,939.81</td>
</tr>
</tbody>
</table>

Designated funds held at March 31, 2022
- General 66,673.54 12,939.81
- Total 106,673.54 12,939.81
QUEEN’S UNIVERSITY AT KINGSTON
LEGAL AID ONTARIO PROGRAM
Notes to Schedule of Income and Expenditures

For the year ended March 31, 2022

1. Program description:

The Faculty of Law on behalf of Queen’s University at Kingston signed a service agreement dated October 18, 2021 with Legal Aid Ontario ("LAO") (the "Agreement") for community legal services (the "Program").

The Program was set up for the purpose of providing high quality, cost-effective legal aid services to individuals and communities served or to be served by the Student Legal Services Organization ("SLSO") and for the provision of clinical legal education programs for SLSO members.

The Schedule of Income and Expenditures (the “Schedule”) presents the portion of the SLSO’s eligible income and expenses incurred for the Program. The funds allocated to the SLSO from LAO were utilized by the SLSO for the aforementioned purpose of the Program.

2. Significant accounting policies:

(a) Basis of accounting:

The Schedule is prepared in accordance with the financial reporting provisions in Schedule E of the service agreement dated October 18, 2021 between the Entity and LAO for the year ended March 31, 2022.

(b) Sources of funds:

Sources of funds such as the LAO funding, donations and student interest fees are recognized on an accrual basis. In-kind contributions are recognized at the values for which the donated services would otherwise have been purchased during the period.

(c) Expenditures:

Expenditures are eligible under the Program if they were incurred in the period of the Program and are related to the delivery of the Program. Expenditures are considered eligible if they are included within the guidelines of the Agreement.