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CCLA | ABCC

COUNTY OF CARLETON LAW ASSOCIATION
ASSOCIATION DU BARREAU DU COMTÉ DE CARLETON

ANNUAL REPORT 2008



Executive & Trustees

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Heather J. Williams

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Ian R. Stauffer

Treasurer

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Ian McBride

E. Jane Murray

Lise Parent

Heather Perkins-McVey

Clive G. Savage

Mission Statement

To advance the interests of its members and promote the administration of justice by:

- Providing an accessible, quality law library to its members.
- Providing quality and affordable continuing legal education programmes to Ottawa and Eastern Ontario lawyers.
- Advancing the interests of its members in the practice of law.
- Promoting liaison among its members, the Judiciary, and the government of the day.
- Providing guidance and leadership to its members in the challenges facing the profession.
- Promoting collegiality among its members in the interests of the profession.

Staff

Executive Director

Rick Haga

Library Technician

Alicia Diestler

Education & Website Coordinator

Jennifer Ryan

Executive & Education Assistant

Sharron Timmins

Head Librarian

(Reference Librarian until Oct. 2008)

Jennifer Walker

Financial & Membership

Administrator

Wanda Walters

Reference Librarian (until Oct. 2008)

Genevieve Hillsburg

Head Librarian & Executive Director

(until Mar. 2008)

Karen MacLaurin

Law Library Assistant (until Apr. 2008)

Kaitlyn Tribe

Law Library Assistant (until Apr. 2008)

Stuart Watkins



President's Letter

2008 was a year of transition and restructuring for the CCLA.

You will recall that when we assembled for last year's annual general meeting, the evening included a tribute to Karen MacLaurin. Karen, who had been the CCLA's executive director and head librarian for 20 years, retired two weeks later.

Just a few weeks earlier, Marielle Brabant, who had been with the CCLA for most of Karen's tenure, had left her position as finance administrator.

This meant that when the CCLA's 2008 board of trustees took over a year ago, we found ourselves in charge of an Association which had no executive director, no head librarian and no financial administrator and also a library assistant who was on a sabbatical and whose return was uncertain.

As the Association's newly-minted president, I had just one thought: Yikes!

There were a few times when we wondered if we would weather some of the storms we would encounter in 2008. But despite the president's missteps along the way, the remodeling and the crew changes went well, the CCLA had a busy and productive year in 2008 and we managed to remain upright, at least most of the time.

We never would have made it across if not for the CCLA's staff, Jennifer Ryan, Sharron Timmins, Wanda Walters, Jennifer Walker and Alicia Diestler (plus Genevieve Hillsburg, who left the CCLA last fall.) This intrepid team kept the Association and the library afloat for months while the board figured out a restructuring plan and then set out to search for a new executive director.

I remain in awe of my fellow "transition team" members who were Lise Parent, Jane Murray and, until the LSUC took him hostage in Toronto, Tom Conway. This is for many reasons but primarily because of their relentless wisdom, level-headedness and good humour. I am not sure that Lise, Jane and Tom would want to relive all of the meetings, email exchanges, conference calls and pizzas we shared over the past 14 months. I do know that if I had to do it all over again I would: (a) ask Lise, Jane and Tom to do it all over again with me; and (b) probably go for the thin-crust Hawaiian.

The Association's new executive director, Rick Haga, came aboard on August 1, 2008. Before joining the CCLA, Rick was for 15 years the executive director of the Lifesaving Society. In only six months with the CCLA, Rick has already carried a foundering Association president to safety on several occasions, frequently removing her foot from her foaming mouth in the process. Lifesaving, it seems, is a transferrable skill.



Heather J. Williams
President

CCLA 2008 ANNUAL REPORT

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I want to thank Claudia Morrow, Adriana Doyle, Bill Johnson and Jennifer Birrell who provided advice and expertise to the transition team. Thanks also to all of the members of the 2008 board for their dedication and hard work in sometimes unpredictable waters and to Regional Senior Justice Hackland for his unflinching support of the CCLA and his gold star attendance record at Association events. (And thanks to you too, Steve. As you keep reminding me, you are indeed a saint.)

I am asked often what Karen MacLaurin is up to. Karen is working for Volunteer Services Overseas and living in Maputo, Mozambique. In one of her emails to friends back home, Karen said that by working overseas she is "finally living her dream." Having now received several of these dispatches from Karen, and having located on a map where she is now living, I remain suspicious that Karen's "dream" might actually have been "to get as far away as humanly possible from all Ottawa lawyers." In fact, wonderful things are happening for Karen. For more details, though, you will have to Google her blog.

As I write this, we don't know who will be on the CCLA's board in 2009. We do know that actor, playwright, philanthropist and bon vivant Ian Stauffer will be the CCLA's president. With Ian as our fearless leader, we are in for a lively, busy and entertaining year. (Not- so-subliminal message-I-know-Ian-would-want-inserted-here: Buy tickets to this year's lawyers' play!)

Thank you again to everyone I have mentioned. Thank you and I'm sorry to everyone I should have mentioned. Thanks to all CCLA members for your continued support of the Association. It is time for me to sail off into the sunset. (The editor actually said that 250 words ago.) I am honoured to be able to add my name to the list of the CCLA's past presidents.



Heather J. Williams
President

2008 CCLA Executive & Trustees

(Back Row) Ian R. Stauffer, Ian McBride,
Richard J. Moore, Jennifer Birrell, Lise Parent,
Ronald G. Guertin, Clive Savage
(Front Row) E. Jane Murray, Rick Haga,
Heather J. Williams, Heather Perkins-McVey
(Absent) Mary Jane Binks, Jaye Hooper



Executive Director's Message

It is my pleasure to provide you with my first Executive Director's Message in the County of Carleton Law Association (CCLA) first ever Annual Report. 2008 has been a year of significant change and transition for the CCLA from many different perspectives.

In 2008, the CCLA experienced a substantial staff turnover in a number of key positions ranging from the Library Technician to Finance & Membership Administrator to the Executive Director. In total, five positions out of a staff compliment of seven for the Association have changed hands. The organization weathered the dramatic turnover quite well despite being short staffed for significant periods of time; it continued to deliver quality programs and services to its members. This is a true testament to the dedicated volunteers and staff who guided the CCLA through this difficult period. Thank You!

The CCLA is a volunteer based, not-for-profit organization that relies on the services of many dedicated volunteers. Volunteers serve the Association in a wide range of capacities: the Executive Committee, Board of Trustees, and the many working Committees to support CCLA activities, events, projects and governance. We are deeply indebted to all of our volunteers. On behalf of the CCLA, I would like to express our heartfelt appreciation and thanks for all of your contributions during the past year.

I also have the privilege of working with an extremely dedicated, hard working and passionate staff at the CCLA who help to deliver our activities, events, programs and services to the members of our legal community. I would like to acknowledge your work and thank you on behalf of the Association for all that you do.

We have a lot to celebrate when we look back at our accomplishments for 2008. I encourage you to take the time to look through our first Annual Report to get a true sense of all that we do and those who contributed to our successes. Looking ahead to the upcoming year, I foresee continued growth for the CCLA and many opportunities to provide improved activities, events, programs and services to our members and the legal community.

Thank You.



Rick Haga
Executive Director



Rick Haga
Executive Director

Association Highlights

Operations

- A Project Management philosophy & practice has been implemented within the office. It assigns projects and activities to Project Managers with other staff acting as Project Team Members.
- Operational improvements ranging from Records Management, Audit Procedures, Corporate Security, Accountability & Responsibility and Policy Development have been put in place.
- The Board of Trustees conducted a very successful Priority Setting Exercise at their October Board Meeting. The outcomes will guide the CCLA's work over the next 8-12 months in terms of projects/activities and allocation of resources.
- The Board approved the Server Upgrade Project. Work is underway to upgrade the CCLA's Server.
- LibraryCo approved the 2009 LibraryCo Budget in December. The CCLA is grateful for the continued financial support it receives from LibraryCo.

Member Services

- The CCLA Web Site Project is back on track and remains a top priority for the organization. Look for our exciting new web site in 2009!
- The Ottawa & Eastern Ontario Lawyers Directory will be published in early 2009. It will showcase a new and revised look.
- The CCLA successfully hosted a total of 32 education and related events this year, generating a revenue of approximately \$60,000 (on par with last year). Our Annual Festive Dinner at the Rideau Club in December had well over 50 guests and members in attendance.
- A variety of concerns in the overall appearance, security, and state of repair of the Barristers Lounge, Library, and lockers have been identified. Plans to improve the art collection and signage are underway. A key-punch lock providing secure access to the Barristers Lounge from the Courthouse Area was installed in December.



Common Look & Feel

Phases 1 & 2 of our *Visual Identity Guideline Project* have now been completed. The CCLA now has a “beefed up” visual identity program with guidelines governing its use.

Library Highlights

It was a busy year at the CCLA library. Significant staff changes alongside a steady number of clients and reference requests kept everyone on their toes. We look forward to further opportunities for improvement and growth in 2009, as well as adding to our team of professionals.

Staffing

- Alicia Diestler, a 2008 graduate of Algonquin College's Library and Information Technician Program, was hired as Law Library Assistant in May.
- Jennifer Walker assumed the role of Acting Head Librarian in October.

Professional Development

- Jennifer Walker and Genevieve Hillsburg attended the annual conference of the Canadian Association of Law Libraries held in Saskatoon, Saskatchewan. Jennifer was awarded a LibraryCo Inc. bursary to cover certain costs associated with attending the conference. They also attended a one-day pre-conference leadership institute for law librarians.
- Alicia Diestler and Jennifer Walker attended the annual Conference for Ontario Law Association Libraries (COLAL) in Toronto, Ontario in October.
- Alicia and Jennifer enrolled in French language training at Alliance Française Ottawa.

Staff Departures

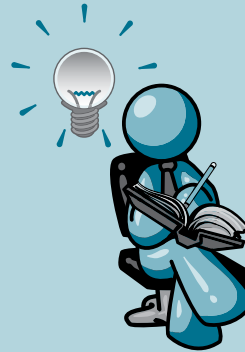
Karen MacLaurin *Head Librarian & Executive Director* March 2008

Kaitlyn Tribe *Law Library Assistant* April 2008

Stuart Watkins *Law Library Assistant* April 2008

Genevieve Hillsburg *Reference Librarian* October 2008

LIBRARY ACTIVITY



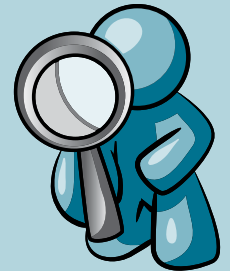
Training Sessions: 3



Clients Instructed: 394



Group Library Tours: 16



Reference Questions
Answered: 3,312



New Articling & Summer
Students Registered: 158



Client Count: 42,743

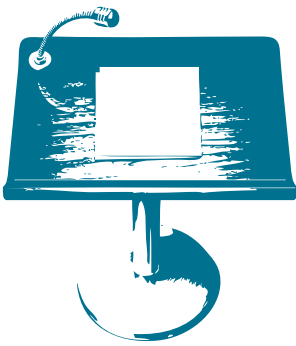
Events Highlights

It was a very busy year for CCLA events staff in 2008 with a total of thirty-two events. The CCLA organized and held twenty-four continuing legal education (CLE) programs and eight social events.

The CCLA partners with the Law Society of Upper Canada, the Ontario Bar Association, and the University of Ottawa for the Ottawa Joint CLE programs each calendar. 2008 was no exception. Six Ottawa Joint CLE events held with a combined total of 451 attendees and 81 speakers:

1. This Hour Has 22 Judges
2. Hot Topics in Motor Vehicle Insurance
3. A Danger to Dabble - Charity Law Hot Spots
4. Excelling at Articles Surviving and Thriving in Your First year
5. A Constructive Look at Construction Law
6. The Six Minute Employment Lawyer













The upcoming year promises to be another event filled year.



Participate in our events by becoming a registrant, a speaker, and by suggesting program ideas.

Cornerstone Conferences

The four cornerstone conferences were held again this year and were very successful:

East Region Solicitors Conference May 9-10, 2008	 70 Registrants	 44 Speakers	 11 Exhibitors
Annual Institute of Family Law June 6, 2008	 153 Registrants	 33 Speakers	 11 Exhibitors
Criminal Law Conference October 18-19, 2008	 75 Registrants	 43 Speakers	 3 Exhibitors
Civil Litigation Updated November 21-22, 2008	 174 Registrants	 57 Speakers	 28 Exhibitors

Community Involvement



Lawyer Play Cast of Inherit the Wind; Stage Design: Sarah Waghorn

Lawyer Play

From April 30 through May 3, the Ninth Lawyer Play, *Inherit the Wind*, was performed by over 30 lawyers, Judges and students. The charity partner with the Great Canadian Theatre Company was the Ottawa Rotary Home. Meg Steele was Chair of the event.

Law Day Fun Run/Walk

An annual event since 1996, the 2008 Law Day Run / Walk was held on April 25. Under the guidance of John Westdal, the event raised \$26,587 for the benefit of Ottawa Community Immigration Services Organization. This year's turnout was the biggest ever. Congratulations to John and his team on their outstanding job of bringing colleagues together for an excellent cause!

Lawzfest

The CCLA is a proud supporter of the Lawzfest music event. The 2008 event raised over \$6,000 and food donations for the Ottawa Food Bank. This cash donation buys more than \$30,000 in food for needy families. We will be continuing this support in 2009 by acting as a ticket sales point and assisting with promotion.



Treasurer's Report

The summary financial information presented here is derived from the County of Carleton Law Association (CCLA) un-audited financial statements for the year ended December 31, 2008. Detailed audited financial statements are available upon request.

The overall financial position of the CCLA at year-end remained strong. We anticipate a net contribution of approximately \$30,000.

Our overall revenues decreased by 15% over last year. This decrease was a result of moving the publishing of the Lawyers Directory to 2009.

The Association's membership levels remained fairly constant and attendance at our continuing legal education (CLE) programs remained strong. The CCLA receives substantial funding from LibraryCo annually which greatly assists in supporting the Law Library at the Courthouse, providing legal and reference services to our members and the legal community.

Total expenditures for 2008 decreased by 14.5% from 2007. This past year, the CCLA experienced a significant turnover in staff where 5 out of the 7 full-time positions within the Association were impacted. Consequently we see variances in the human resources expenditures from the original budget. It is important to note that the Association provides additional financial support to off set-services for the Library.

Despite the substantial transition in staff, expenses were well managed throughout the year.

County of Carleton Law Association

Unaudited Income Statement

For the Period Ending December 31, 2008

	<i>Year 2008 Totals to December 31, 2008</i>
Members Fees	329,850.14
Grants	535,140.00
Member Services	77,367.73
Publications	16,546.98
Conferences & Meetings	288,833.31
Administrative fee	53,102.56
Other	(5,033.47)
Total Revenues	1,295,807.25
Collection Costs	295,180.63
Personnel Costs	419,818.91
Amortization Expense	25,657.00
Publications	658.43
Conferences & Meetings	238,803.43
Operating Expense	255,015.04
Total Expenses	1,235,133.44
Revenues less Expenses	60,673.81

In the upcoming year, the CCLA will be faced with both challenges and opportunities ranging from the impact of the current global economic climate to increasing our membership base. We are well positioned financially and ready to deal with the challenges. We will rise to the opportunities in support of our mission and provide improved programs and services to our members.

Ronald G. Guertin
Treasurer

Rick Haga
Executive Director

2008 Award Recipients



Kenneth L.W. Boland
Carleton Medal



Robert N. Beaudoin
Gordon F. Henderson Award



Merredith MacLennan
Regional Senior Justice Award

Carleton Medal - Kenneth L.W. Boland

To recognize current or past CCLA members who exhibit great diligence, high ideals, and outstanding leadership in the practice of law. Recipients have made a significant contribution to the profession of law, whether as a solicitor in effectively performing services in that position; as a barrister in attaining an excellent reputation in the courts; as an academic; or for a single act of notable distinction.

Gordon F. Henderson Award - Robert N. Beaudoin

To honour lawyers who, during the past year, have made a significant contribution to the welfare of the community by performing charitable services on behalf of the community.

Regional Senior Justice Award - Merredith MacLennan

To honour lawyers in practice ten years or less, who have made an outstanding contribution as a litigator or solicitor within the profession and/or outside the profession by making an outstanding contribution to the community.

Umbrella Recipients for 50 Years at the Bar

Presented to current or past CCLA members on the 50th anniversary of their call to the Bar.

- John C. Clarke, Q.C.
- J.P. Fillion
- Wesley M. Nicol
- Frank Oakes



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COUNTY OF CARLETON LAW ASSOCIATION
ASSOCIATION DU BARREAU DU COMTÉ DE CARLETON

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Ce rapport est disponible en français.