

CONVOCATION AGENDA

Convocation Date: September 20, 21 and 22, 2017
Location: Radisson Hotel, Saskatoon
Commencement and End Time: Wednesday, September 20th at 9:00 am for all-day session for Benchers and Staff.
Ends Friday, September 22nd in the afternoon.

1. Approval of the Agenda

1.1 Apologies for Absence

David Chow sends his regrets. Ronni Nordal, Jay Watson and Brenda Hildebrandt, Q.C. are unable to attend the Sept. 20th training session, but will attend the balance of Convocation. John McIntosh, Q.C. will attend the training session and committee meetings, but is unavailable for Friday, September 22nd.

1.2 Confirmation of Agenda

1.3 Bencher Conflict of Interest Disclosures

1.4 Agenda Items, Committee Reports and Documents Which Are Not Open to the Public

- i. Saskatchewan Legal Aid Commission appointments
- ii. Senior Life Membership Policy
- iii. Bencher Self-Evaluation Questionnaire
- iv. Bencher Honoraria
- v. CanLII Update
- vi. IT Update
- vii. CPLED update
- viii. Lexum

2. Approval of the Minutes of June 16, 2017

2.1 Amendments

2.2 Confirmation of Minutes

2.3 Business Arising from Minutes

3. Strategic Initiatives

3.1 Work Plan

Attached is an update from Barbra Bailey. Improvements to this area of reporting have been identified as necessary by Administration; however, since this report may be influenced by future changes to our Bencher interface platform and the finalization of risk management, the status of this work is ongoing.

3.2 Improve Confidence in the Law Society among Stakeholders

i. Risk Management

For discussion, attached is a Risk Priority Analysis memo from Barb Bailey.

ii. Discussion and feedback on Glenn Tecker's session on *Leadership Roles, Responsibilities and Relationships* held September 20, 2017.

3.3 Improve Capacity, Competency and Knowledge of Members

i. Innovating Regulation

The Law Firm Practice Management Pilot Project was launched in July and ran over the summer. At September Convocation, the Access Committee will be reviewing a preliminary report regarding the feedback received. Brenda Hildebrandt, Q.C. will provide an update to the Benchers.

ii. Preparing Tomorrow's Lawyer

a. Jasper Retreat Summary 2017 prepared by Law Society of Alberta (attached).

b. Meeting of the Western Law Deans – verbal update from Tim Brown.

3.4 Improve Access to Legal Services

i. Legal Services Task Team

The Task Team was provided with reading material over the summer, but did not meet. The Staff Working Group will conduct stakeholder consultations in September and October and the Task Team will reconvene in late September when they will hear from selected stakeholders directly.

Attached is an update from Barbra Bailey, as well as the Project Consultation Plan.

ii. Courthouse Closure Discussion

This item was tabled from June Convocation. The Benchers decided to table the full discussion to September Convocation and discuss how they should respond to external events such as the Weyburn Courthouse Closure.

Attached for reference are the Executive Committee Terms of Reference which, under IV, subsection b) describe roles and responsibilities in relation to external affairs.

4. Society Governance

4.1 Operational Reporting

- i. President's Report
- ii. Executive Director's Report
- iii. Federation Council Report

4.2 Financial Reporting

- i. Financial Statements

Enclosed are the financial statements for the period ended July 31, 2017.

- ii. Quarterly Investment Report

Quarterly Investment Report for the period April 1 to June 30, 2017.

- iii. Administration's Analysis on payment by Credit Card

Attached is a report from Pamela Harmon, CPA, CA, dated September 13, 2017.

- iv. Portfolio Diversification

Attached is an analysis of the Law Society's asset mix provided by Loren Gee of Greystone Investments in August 2017, as well as an email containing information produced by running an additional analysis on September 7, 2017. Tim Brown will summarize and provide comments.

- v. Pre-Budget Planning

Tim Brown will provide updates respecting the Applications submitted to the Law Foundation for the Legal Resources Department and CPLED.

For discussion, the following are attached:

- a. Budget forecast memo prepared by Pamela Harmon, CPA, CA dated September 5, 2017;
- b. Financial spreadsheets;
- c. Surplus Policy Analysis from Tim Brown, dated September 13, 2017.

4.3 Appointments

- i. Saskatchewan Legal Aid Commission

Amanda Dodge resigned from the Saskatchewan Legal Aid Commission. Four resumes from interested candidates are attached for review and consideration.

Michelle Ouellette, Q.C. provided a shortlist of qualifications that the board is looking for; please find it attached. We have also included a copy of the ad we posted, which contains a list of qualifications.

4.4 Senior Life Memberships – Appointment Policy

At April Convocation, and again at June Convocation, the Benchers requested that the Policy come back to the table for discussion about whether the criteria should be revised. Attached are documents presented to the Benchers at last Convocation, as well as some research done on the topic:

- a. Senior Life Policy;
- b. Memo from Donna Sigmeth, Q.C. dated May 31, 2017;
- c. Memo from Barbra Bailey dated March 29, 2017;
- d. Research regarding the processes followed by other jurisdictions done by Barbra Bailey dated August 31, 2017.

4.5 Bencher Honoraria

Attached is a memo from the Governance Committee dated June 22, 2017, with options for consideration by the Benchers. Also included, is the research done earlier by Melanie Hodges Neufeld/Legal Resources Staff regarding honoraria in other law societies and organizations.

4.6 Bencher Self-Evaluation Questionnaire

Barbra Bailey has compiled the attached summary report containing the results of the Bencher evaluation conducted in July. This report was approved by the Governance Committee on August 14, 2017 and is provided to the Benchers for discussion.

4.7 Virtual Committee Meetings

For discussion, attached is a memo from Tim Brown dated September 13, 2017. This memo explores the benefits of convening committee meetings via video and tele-conference between (as opposed to in conjunction with) Convocations. This memo was distributed to the various committees for consideration and time will be set aside for discussion by the entire Bencher table.

4.8 IT Update

Administration considered two platforms and received demonstrations from the vendors. The program Aprio has been chosen. Tim Brown will provide an update with respect to the benefits of this platform and the schedule for implementation.

4.9 CPLED Update

In-Camera discussion.

4.10 Communications

To aid discussion, attached is a copy of the Minutes of the inaugural meeting of the Communications Committee held September 7, 2017. Tim Brown will have further comments.

5. Regulation

5.1 Rule Amendments

i. Parts 13 – 16 – Accounting

This section of the Rules has been amended in its entirety by our auditors and the Trust Safety Committee and the latest revision is ready for Bencher review.

The following *draft* documents will be provided to the Benchers for consideration at September Convocation:

- a. Memo from the Trust Safety Committee dated September 12, 2017;
- b. Copy of the proposed revised Rules explaining the changes;
- c. Copy of amended Rules.

5.2 Code of Professional Conduct Amendments

Attached is a memo from the Ethics Committee to the Benchers dated September 6, 2017 regarding proposed amendments to the *Code of Professional Conduct*, Section 3.3-3A, on Confidentiality. Also included, is another memo containing the *redlined* amendments from the Ethics Committee.

6. Federation of Law Societies of Canada

Gregory Walen, Q.C. will provide some background and summarize the following items for discussion.

6.1 National Requirement Review (NRRC) Amendments

The NRCC proposed two minor amendments to the National Requirements. Any amendments must be approved by all law societies before coming into effect. For consideration, attached are the following:

- i. An email from Federation President Maurice Piette dated July 4, 2017;
- ii. National Requirement Review Committee Final Report – Memo from Federation Executive;
- iii. National Requirement – redlined amendments.

6.2 Electing Federation Executives

Enclosed are the following:

- i. An email from Federation President Maurice Piette dated August 24, 2017 regarding the upcoming election of Federation Executives;
- ii. Letter of Recommendation re LSUC for Second Vice-President;
- iii. Resolutions for the upcoming AGM on October 20, 2017.

7. CanLII update

Discussion to be held in-camera.

8. Committee Reports

- a. Access to Legal Services
- b. Admissions & Education
- c. Audit
- d. Conduct Investigation
- e. Discipline
- f. Equity & Diversity
- g. Ethics
- h. Executive
- i. Governance
- j. Insurance
- k. Legal Resources
- l. Professional Standards
- m. Trust Safety

9. Informational Items

The following are attached for information:

- a. *Legal Information Innovation in Saskatchewan*, by Alan Kilpatrick, Law Society Reference Librarian, Partnership vol. 12, no. 1 (2017).
- b. *Are Law Firms Too Sophisticated for Their Own Good?* By Hugh A. Simons, The American Lawyer Daily, July 12, 2017.
- c. *Goodbye Guild – Law’s Changing Culture*, by Mark A. Cohen, Forbes Business, July 3, 2017.
- d. *Blockchain 101 for Lawyers Part 1*, by Caitlin Moon, January 10, 2017, Law Technology Today
- e. Update from Maya Scott, Representative on the PLEA Board.
- f. Update from Derek Maher, CPA, CA, Representative on the College of Law Endowment Fund.

10. Meeting Finalization

- 10.1 Review Actions to be Taken
- 10.2 Confirm Items under 1.4
- 10.3 Meeting Evaluation

10.4 Next Meeting (October 27, 2017 – Budget and President’s Dinner)

10.5 Motion to Adjourn

11. Bencher In-Camera Session with Executive Director

12. Bencher In-Camera Session without Executive Director