

# CONVOCATION AGENDA

Convocation Date: February 7, 8 and 9, 2018  
Location: Hotel Saskatchewan, Regina  
Commencement and End Time: Thursday, February 8<sup>th</sup> at 8:30 am until  
Friday, February 9<sup>th</sup> at Noon

## 1. Approval of the Agenda

### 1.1 Apologies for Absence

Apologies for absence have been received from Ronald Parchomchuk and Heather Hodgson. Federation Council, Gregory Walen, Q.C. also sends his regrets.

Erin Kleisinger, Q.C. will attend Committee meetings on Thursday, but will be absent for Convocation on Friday.

### 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. Investment Strategies
- ii. Appointments

## 2. Approval of the Minutes of December 1, 2017

- i. Minutes held December 1, 2017
- ii. Minutes held *In-Camera* December 1, 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.

### **3.2 Improve Confidence in the Law Society among Stakeholders**

#### **i. Communications Strategy**

Administration engaged a consultant to provide communications services.

Tim Brown, Q.C. will update the Benchers on the Strategic Communications Plan (to follow). Time has been set aside for Bencher discussion.

### **3.3 Improve Capacity, Competency and Knowledge of Members**

#### **i. Innovating Regulation**

Attached is an Interim Report on the Pilot Project from Barbra Bailey.

#### **ii. Legal Resources**

Enclosed is a report from Melanie Hodges Neufeld.

#### **iii. Digital File Management**

To assist the membership, a webinar on *Creating and Managing a Digital Practice* is being offered on March 7, 2018; Jeff Scott, Q.C. and Colin Clackson, Q.C. will be presenting.

### **3.4 Improve Access to Legal Services**

#### **i. Legal Services Task Team**

Gerald Tegart, Q.C. will provide an update to the Benchers.

#### **ii. Alternative Legal Service Providers**

Paula Littlewood and Steve Crossland will be making a presentation to the Benchers on *Washington State's Limited License Legal Technicians* at February Convocation on Thursday afternoon at 1:00 pm.

#### **iii. Access to Justice**

Tim Brown, Q.C. will report on the meeting of the Saskatchewan Access to Justice Working Group. Administration will be hosting a Strategic Planning Session for the group on March 20, 2018.

## 4. Society Governance

### 4.1 Operational Reporting

- i. President's Report
- ii. Executive Director's Report
- iii. Federation Council Report – written report from Gregory Walen, Q.C.

### 4.2 Financial Reporting

For discussion are the following:

- i. Financial statements for the period ended November 30, 2017.

Attached are the November 30, 2017 financial statements, along with a memo from Pam Harmon, CPA, CA. Year-end books are usually closed by the end of January to allow for the late receipt of 2017 accounts.

- ii. Financial Statements for the year ended December 31, 2017

The Benchers will need to approve the December 31, 2017 audited financial statements prior to the AGM, which has to be done via conference call.

Once the statements are ready, Administration will send a Doodle Poll to the Benchers in order to schedule a meeting via conference call.

- iii. Quarterly Investment Report

Attached is the Quarterly Investment Report for the period October 31 to December 31, 2017.

- iv. Law Society Investment Strategies

We have invited Loreen Gee, CFA, MBA from Greystone to provide a presentation to the Benchers on Thursday afternoon at 3:30 pm regarding investment strategies. In preparation, attached is a copy the Law Society Asset Mix Analysis. Time will be set aside for discussion.

- v. Resolutions

- a. Greystone Investments

Attached is a Greystone Banking Resolution. With the appointment of a new President and Vice-President, Greystone requires a resolution authorizing signing authorities.

b. Toronto Dominion Bank

Attached is a banking Resolution for the Toronto Dominion Bank authorizing signing authorities for 2018.

#### 4.3 Bencher Election 2018

2018 is a Bencher Election year, therefore, plans must begin over the next few months to plan for promotional material to attract new Benchers. Administration will begin this process over the next few months.

The Executive has asked Administration to review current Bencher Training material and to determine through this process whether improvements must be made to reduce the Bencher learning curve.

Administration will also solicit feedback from the Benchers for any suggestions they may have.

#### 4.4 Appointments

i. Designated Complaints Counsel

Attached is a memo from Valerie Payne, containing potential candidates. A motion is required to select candidates.

ii. Senior Life Membership

The Benchers approved elimination of this category at December 2017 Convocation.

A memo has been prepared by Kara-Dawn Jordan to propose ideas about how to recognize long-standing members of the Society. Included is a copy of a red-lined version of the certificate and a copy of the current Policy.

The Executive proposes that a certificate be provided to members, along with a congratulatory letter from the Executive Director. Members will be asked to provide a photo for an announcement either in the Benchers' Digest or the Legal Sourcery Blog.

A motion is required to approve the process going forward, as well as the amendments as set out in the red-lined version of the certificate and the policy.

iii. Federation Council

Gregory Walen, Q.C. is on his 3<sup>rd</sup> term as Federation Council, which will expire December 31, 2018.

A Nomination Committee must be struck, which in the past, has consisted of the President, Vice-President, Executive Director and two Benchers. Attached is a memo from Tim Brown, Q.C. regarding process. Interested Benchers will be given until the end of March to indicate their interest to either Tim Brown, Q.C. or Liz Lynchuk.

## 5. Regulation

### 5.1 Rule Amendments

#### i. Bar Admission Program – Rule 159

Enclosed is a memo from Christine Johnston, CPLED Program Director, with proposed amendments to Rule 159. The memo proposes revisions related to completion of the CPLED Program; including provisions respecting re-reads, supplemental evaluations and repeating Program modules. The A & E Committee proposes that the Rule be amended as set out therein.

A motion of the Benchers is required.

#### ii. *Code of Professional Conduct*

In September 2017, the Benchers adopted the proposed changes to the *Code of Professional Conduct* to reduce some redundancies identified in the Confidentiality section of the *Code*. However, in consolidating rules 3.3-3 and 3.3-3A, we unintentionally changed a mandatory disclosure requirement to a discretionary one.

A motion is required to approve the amendments as outlined in the attached memo from the Ethics Committee.

## 6. 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

**7. Informational Items**

- a. Update from Maya Scott, Representative on the PLEA Board
- b. Update from Ray Wiebe, Representative on Legal Aid Commission
- c. *Law Society of Ontario vows to crack down on harassment faced by articling students; CBA says culture shift needed*, by Amanda Jerome, *The Lawyer's Daily*, posted January 31, 2018
- d. Thank you card from recipient of the Law Society Scholarship from Andrea MacDonald, U of S

**8. Meeting Finalization**

- 8.1 Review Actions to be Taken**
- 8.2 Confirm Items under 1.4**
- 8.3 Meeting Evaluation**
- 8.4 Next Meeting** – April 25, 26 & 27, 2018, Bessborough, Saskatoon
- 8.5 Motion to Adjourn**

**9. Bencher In-Camera Session with Executive Director****10. Bencher In-Camera Session without Executive Director**