

CONVOCATION AGENDA

Convocation Date: June 20, 21 and 22, 2018
Location: Elkridge Resort, Waskesiu
Commencement and End Time: begins June 20th at 8:00 am – ends June 22nd at 2:00 pm

1. Approval of the Agenda

1.1 Apologies for Absence

Apologies for absence were received from Jeff Baldwin, John McIntosh, Q.C. and Heather Hodgson. Ronni Nordal will be present for only the Bencher meeting 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. Strategic Planning Session
- ii. Legal Resources
- iii. Legal Services Task Team
- iv. Special Fund

2. Approval of the Minutes

Three sets of Bencher Minutes are enclosed for approval, as follows:

- i. *In-Camera* Minutes from the conference call held March 29, 2018 to approve the audited financial statements for the year ended December 31, 2017.
- ii. Minutes from the Bencher meeting held April 27, 2018.
- iii. *In-Camera* Minutes from the Bencher meeting held April 27, 2018.

2.1 Amendments

2.2 Confirmation of Minutes

2.3 Business Arising from Minutes

3. Strategic Initiatives

3.1 Work Plan

Attached is the updated work plan and risk management tracking document. These documents have now been combined and links have been inserted between risks and

associated work plan items. In addition, descriptions of the vulnerability and impact ratings on the risk chart have been added so that you can hover over the rating (i.e. low/severe) and a description will pop up.

To better navigate back and forth in this document, we recommend that you add a “*Back*” button in Adobe by selecting the following from the menu: View > Show/Hide > Toolbar Items > Show Page Navigation Tools > Previous View.

3.2 Improve Confidence in the Law Society among Stakeholders

i. Strategic Planning (*in-camera*)

A Strategic Planning Session has been organized for June Convocation.

An Environmental Scan by Tim Brown, Q.C. and the risk management tracking document will be included in the handouts from Glenn Tecker, who will be leading the session on June 20th and 21st. Seating will be pre-arranged for group discussion and work.

ii. TRC Advisory Committee

For review, attached are the *draft* terms of reference for a TRC Advisory Group from the Equity & Diversity Committee, approved at their May 2, 2018 meeting.

If the creation of an Advisory Group is approved by the Benchers according to the *draft* terms of reference, the Society can begin reaching out to potential members.

A motion is required.

iii. Legal Resources – Regina Court House Space (*in-camera*)

A meeting was held on June 1, 2018 and in attendance was Deputy Minister Glen Gardner, Q.C., Jan Turner, Glennis Bihun, Tim Brown, Q.C. and Melanie Hodges Neufeld.

Tim Brown, Q.C. will provide an update.

iv. Gladue Database

On April 25, 2018, Tim Brown, Q.C. and Kara-Dawn Jordan attended the launch of the Gladue Database hosted by the Faculty of History at the U of S. This could be a valuable tool for TRC education. A memo updating the Benchers with respect to recent discussions to acquire access to the tool for the membership has been included in the Convocation material.

v. Communications Strategy

Attached is a communication report from Anna Willey.

3.3 Improve Capacity, Competency and Knowledge of Members

i. Innovating Regulation

The Prairie Provinces met on March 14th in Winnipeg to review the evaluation of the pilot project and discuss next steps. For information, attached is a summary report from the meeting.

A follow-up conference call for the group that attended the meeting in Winnipeg has been scheduled for June 18th. Barbra Bailey will provide an update at Convocation.

ii. CPLED 2.0

Tim Brown, Q.C. will provide an update.

iii. Digital File Management

PSC is assessing whether the standards we are currently using (from the Law Society of British Columbia) need to be updated and/or adapted for Saskatchewan. PSC would like to seek professional advice on cloud storage and what issues the Law Society needs to be aware of as a regulator.

Stacey McPeck obtained a few proposals/cost estimates from IT companies/organizations to obtain an opinion for the Benchers. PSC reviewed the proposals and determined that they needed to refine what had been asked of the IT companies. Updated proposals have been sought. PSC hopes to have the updated proposals in advance of June Convocation.

Included for information, is an article from the February 2018 issue of LawPro titled "How to safely put your data in the cloud."

iv. Membership Analytics

Tim Brown, Q.C. will provide an update regarding the Data Project being conducted at ISM.

v. Practice Management Course for the Membership

Purchase of the Practice Management Course was approved by the Executive at their March 29, 2018 meeting and reported to the Benchers in the Executive Director's Report at April Convocation. Following is an update.

Administration has now paid the initial licensing fee of \$7,500 to obtain the Course and has signed a license agreement, which will entitle us to use, reproduce, modify and distribute the Course. There is also an annual licensing fee of \$7,500 which will be waived each year that we participate in the collaborative Course Working Group (currently Alberta, Manitoba and possibly Nova Scotia). The purpose of the Working Group is to develop improvements to the Course on an ongoing basis. Andrea Johnston has advised the LSBC that we wish to participate in this Working Group.

This summer, staff will review the Course to determine what is required to Saskatchewan-ize it and to determine which delivery platform to use. Our current CPLED platform may be an option, but this must be explored further.

Once this process is complete and the Course is functional for our purposes, it will be made available to our members. The time to complete this process will not be known until the initial review of the program has been done.

3.4 Improve Access to Legal Services

i. Legal Services Task Team (*in-camera*)

Gerald Tegart, Q.C. will lead a discussion regarding the Final Report of the Legal Services Task Team. The final draft of the report is attached and is bookmarked to the main sections of the paper.

The report will be released to the public over the summer and the Benchers will not be asked to make a decision about whether to accept the recommendations of the Task Team until September Convocation.

Administration is working with Anna Willey to develop a strategic communications plan for the public release of the report.

ii. Access to Justice

The next meeting of the Saskatchewan Access to Justice Working Group is scheduled for June 26th in Regina.

4. Society Governance

4.1 Operational Reporting

- i. President's Report**
- ii. Executive Director's Report** (written report provided by Tim Brown, Q.C.)
- iii. Federation Council Report**

4.2 Financial Reporting

i. Financial Statements

Enclosed are the financial statements for the period ended May 31, 2018.

ii. Quarterly Investment Report

The next report will be ready in time for September Convocation.

4.3 Surplus Policy

A *draft* operating reserve policy was approved by the Governance Committee at their meeting on June 1st. The *draft* policy is attached for consideration by the Benchers, along with an accompanying memo from Kara-Dawn Jordan.

A motion will be required.

4.4 Conduct Investigation Committee Review

The Discipline Executive Committee has done some research on various models across Canada. Tim Huber and Leslie Belloc-Pinder had the opportunity to observe the BC Law Society process; Valerie Payne and Stacey McPeck had the opportunity to observe the MB Law Society process.

A brief report will be provided to the Benchers at June Convocation to confirm Bencher support for the Discipline Executive Committee to actively pursue a new model. If confirmed, Administration will develop recommendations regarding process for consideration by the Benchers in September.

4.5 Law Foundation Grants 2019

Annual grant requests are due August 24, 2018 for a meeting in Regina on September 17th. Legal Resources and the CPLED Bar Admission Program will begin working on their grant requests over the summer.

4.6 Appointments

i. Law Foundation Auditor

Pursuant to Rule 76(7), the Benchers appoint the Law Foundation auditor. Bob Watt, FCPA, FCA, Law Foundation CEO, advised that the board recommends re-appointment of Deloitte as auditors for 2018.

A motion is required to re-appoint Deloitte as auditors of the Law Foundation.

ii. Queen's Counsel Selection Committee

The Committee consists of the past President, a Benchers, a Public Representative and a member-at-large.

The precedent is to elect a Benchers by secret Ballot at Convocation. Only Dave Rusnak, Q.C. and Glenn Hepp expressed interest in being on this committee, therefore, both are acclaimed.

We received applications from 5 interested members (attached). A vote will be held to select one member-at-large.

iii. Federation Council

Administration is collecting resumes until June 15th. The Nomination Committee selected at April Convocation will meet over the summer to conduct interviews, if necessary, and prepare a list of potential candidates for the Benchers at September Convocation.

iv. Public Representative Benchers

Administration is collecting resumes until June 15th. Tim Brown, Q.C. and Craig Zawada, Q.C. (or his designate) will meet with Scott Harron, Executive Assistant to the Minister, to interview potential applicants and to prepare a short-list for the Minister's final selection.

5. Regulation

5.1 Legal Profession Act, 1990 - Amendments

Barbra Bailey will provide an update.

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. University of Saskatchewan Senate – report from Alma Wiebe, Q.C.
- b. PLEA Board – report from Maya Scott
- c. Saskatchewan Legal Aid Commission – report from Ray Wiebe

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 – September 12 – 14, 2018, Hotel Saskatchewan, Regina

8.5 Motion to Adjourn

9. Bencher In-Camera Session *with* Executive Director

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