



LAW SOCIETY
OF THE NORTHWEST TERRITORIES

MINUTES

Law Society of the Northwest Territories
Law Society Training Room
April 19, 2017

ATTENDANCE:

Glen Rutland, President
Alex Godfrey, Vice President
Candace Seddon, Member at Large
Heather Chang, Layperson
Karen Wilford, FLSC Representative
Ian Rennie, Secretary
Tracy Bock, Treasurer

Donna Allen, Executive Director

Regrets:

Bob Wilson, Communications and Planning Coordinator

CALL TO ORDER:

President Glen Rutland called the meeting to order at 11:07am.

APPROVAL OF THE AGENDA:

MOVED BY: Tracy BOCK
SECONDED BY: Alex GODFREY

THAT the Agenda be approved as amended.

CARRIED

APPROVAL OF THE CONSENT AGENDA:

MOVED BY: Tracy BOCK
SECONDED BY: Heather CHANG

THAT the Consent Agenda be approved as amended.

CARRIED

ACTION PLAN:

- 1) Territorial Civil and Criminal Bench and Bar Committee – both these committees met in April. **Action: Bob will follow-up with the LSNT representatives to get a report for review at the May Executive meeting.**
- 2) Legal Resource Centre – Glen shared a draft of a letter to be sent to Minister Sebert asking that a joint committee of Justice and the Law Society be established to plan for the proposed Legal Resource Centre. The letter will also be shared with members. **Action: Bob to put a link to the letter in the 2017-04-26 issue of the bulletin.**

FINANCE:

- 1) 1st Quarter Variance Report – was presented for information. Most of our annual income is received in the first quarter because of membership renewals. Sending is on track at this time. Tracy noted the finance committee met with the Investment Managers for our investment accounts at CIBC and RBC. They will provide some recommendations related to our investment guidelines which have not been reviewed in some time and are probably too conservative.
- 2) Response to Management Letter 2016 – Donna presented the response to the 2016 management letter provided by our auditors. All issues have been addressed.

DISCIPLINE

- 1) Beaver – Mr. Beaver has appealed the decision of the LSA Hearing panel to the Benchers under section 75 of the Alberta Act. He has requested and been granted a stay of his representations to the LSNT until the outcome of that appeal is heard. His status in the NWT remains suspended from practice.
- 2) There are currently 4 open complaints

Action: Donna will invite the Chair of Discipline to the May Executive meeting to discuss the discipline process.

BUSINESS ARISING FROM THE MINUTES:

- 1) There was discussion of the best way to present the results of the member survey. Staff will proceed as follows:
 - a. Bob will discuss the conclusions that can be drawn from the survey with Heather Chang and we will present a summary to members along with selected comments in the bulletin and a website link.
 - b. We will notify members at the same time that we will begin to post the draft agenda for Executive meetings prior to the meeting. The agenda for posting will be approved by the President the week before the meeting. We will publish approved minutes following their approval at an Executive meeting. Staff will redact minutes to remove any confidential information or discussions and then forward to the Secretary, Ian Rennie, for review and further redaction and/or approval to post. **Action: Donna will draft a policy outlining the process for review and posting of Executive agendas and minutes for the May meeting.**
 - c. The results of the survey questions related to social events will be shared in total with the Social Committee.

- d. Discussion arose related to the comments on the date of the AGM. One issue was the previous practice of offering childcare. This may not be practical solution any longer but we agreed we could offer a childcare subsidy to anyone who wanted to attend and needed to pay for childcare to do so. **Action: Donna will draft a policy on a childcare subsidy at the AGM for presentation at the May meeting.**

MOVED BY: Alex GODFREY
SECONDED BY: Ian RENNIE

That the agendas and minutes of executive meetings be posted on the LSNT website, following the approval of a policy outlining the process.

CARRIED

RULE/POLICY AMENDMENTS

- 1) Part 6 – Policy 3 Continuing Legal Education Rebates

MOVED BY: ALEX GODFREY
SECONDED BY: TRACY BOCK

THAT Policy Part 6 Policy 3 – Continuing Legal Education Rebate be repealed.

CARRIED

- 2) Part 6 - Policy 4 J (c) – repealed and replaced with new Policy 4 (H)

MOVED BY: Alex GODFREY
SECONDED BY: Heather CHANG

THAT Policy Part 6 Policy 4 J (c) – be repealed and replaced with new Policy 4 H – Employee Health Benefits.

CARRIED

- 3) Part 6 - Policy 6 D (3) – Investment Guidelines

MOVED BY: Alex GODFREY
SECONDED BY: Tracy BOCK

THAT Policy Part 6, Policy 6 D (3) be approved as amended

CARRIED

- 4) Part 6 Policy 7 – Law Society Business Law Award

MOVED BY: Alex GODFREY
SECONDED BY: Tracy BOCK

THAT Policy Part 6 Policy 7 be repealed

CARRIED

Action: Bob will update the Policy Manual to reflect these changes.

REVIEW OF WORKPLAN

- 1) Competency – last year’s focus was on communications and this is to continue. Now that the website is live, we should focus on what and how we should communicate with our members. We will consider the feedback from the survey when doing this.
- 2) Professional Conduct – last year’s focus was on committee mandates and this work has been completed. This year the Executive would like to focus on a review of the discipline process – this work will be assigned to the Discipline Committee.
- 3) Transparency – The work on the response to the TRC recommendations will continue with a focus on a CPD(s). Karen will work with the new Chair of the CPD Committee Mark Ishack on coordinating this. The decision to post minutes and agenda will also be a part of this year’s projects as well as the completion and communication of the new Privacy Statement and Policy.
- 4) Diversity – last year’s focus was on Access to Justice. The Executive agreed this remains a live and ongoing issue and work should continue. Project work that will contribute to this is the proposed Joint Committee on the Legal Resource Centre. We will continue to co-lead and participate on the external Access to Justice Committee. It was noted there may be opportunities to work with the CBA pro-bono group. There was some general discussion on the challenges with the LSNT trying to address diversity within our membership. Candace Seddon will take the lead on diversity.
- 5) Consensus – focus last year was on fitness to practice, although because there was very little work done nationally, there was little activity on this issue at the LSNT. We will carry this project forward. Alex Godfrey will take the lead. Karen Wilford will forward recently received documents for FLSC related to this issue to the Executive.

Action: Donna will draft an update to the Workplan based on these discussions. Donna will forward an agenda item related to filing of Supreme Court documents (access to justice issue) to the Access to Justice Committee Chair

FEDERATION OF LAW SOCIETIES OF CANADA

- 1) Selection of Council Member- Proposed Guidelines: Karen will send her editorial comments to Donna. It was agreed the process will be to do a general call for expressions of interest from all members.
Action: Donna will redraft for May meeting
- 2) Report of National Requirement Review Committee – Karen provided a summary of the proposed changes. Members of the Executive are invited to provide any comments they may have to Karen prior to the May 27, 2017 deadline.
- 3) June Council Meeting – preparations are underway for the June meeting to be held in Iqaluit. Karen has another commitment, but will attend part of the meeting via teleconference.

