



MINUTES

Executive Committee Meeting
Law Society of the Northwest Territories
Law Society Training Room
March 10, 2025

Attendance:

Christopher Buchanan, President (virtual)
Sandra MacKenzie, Vice-President
Alex Godfrey, Treasurer
Sukhmanpreet Dhindsa, Secretary (virtual)
Keelen Simpson, Member-at-Large

Jessica Cople, Executive Director
Tracy Bock, FLSC Representative

Regrets:

Ramona Pearson, Lay Member

Call To Order:

Christopher Buchanan called the meeting to order at 12:04PM

Approval of the Agenda:

MOVED BY: Keelen SIMPSON
SECONDED BY: Sandra MACKENZIE
THAT the Agenda be approved

CARRIED

Approval of the Consent Agenda:

MOVED BY: Sukhmanpreet DHINDSA
SECONDED BY: Alex GODFREY

CARRIED

BUSINESS ARISING FROM THE MINUTES:

Membership Management Software

Executive Director provided update about the current Membership Management Software and expressed concerns about the longevity of the company through recent developments. Options were discussed, and the Executive agreed to find a third party to do the work of data retrieval and storage if required.

Alinity has provided agreement for review. Sukhmanpreet requested additional time to review agreement and for Executive to examine further what services are not included and ensure LSNT staff have access to technical support. Jessica confirmed that they have an actual phone number for technical support. Sandra recommended we ask outside individual to review the Agreement who has expertise as it is a significant contract; Executive agrees. Action Item: Sandra will contact a member to review and provide advice on Agreement

Contributions to External Events:

Keelen is on SCC Committee re: September event. ED provided update on events anticipated to be hosted and the LSNT's contribution (financial and technical) related to this visit. We may support an event with the Students and the SCC (such as a lunch).

Action Item: Include external events as a standing item on the agenda in the future.

Action Item: Christopher to send draft letter re: events and retirement/swearing in ceremonies to Executive for review before sending.

Rules of the Law Society:

The LSNT has not received submissions for the Request for Proposals, policy paper for the Rules project.

Action Item: Jessica to change the advertisement and instead of an RFP, request those submitting provide a timeline, budget, and CV. Accept applications until March 24, 2025.

Law Society Committees:

LSNT Committee Mandates and Terms of Reference included in the meeting package. Executive to determine whether ToR need to be amended and whether certain committees should be disbanded.

LSNT Reviewed letter re: CPD committee from current chair.

Action Items: Christopher to prepare/send letter to current admissions committee Chair and incoming Chair, Rules Chair, and CPD Chair.

Action Items: Sandra to change ToR for Rules Committee.

FEDERATION OF LAW SOCIETIES OF CANADA

Report on Strategic Planning Meeting

The Strategic Planning session for 2025-2028 was held in Ottawa, Ontario on March 3, 2025 with Jessica, Christopher, Sandra, and Tracy attending. Tracy provided update. The LSNT should continue to work to build a robust mechanism to address trust account compliance. The LSNT should work to communicate their role through public engagement and initiatives.

Federation Council Ladder – Northern Representative

The current northern representative on the FLSC ladder (Law Society of Nunavut) was recently appointed to the bench. As such, the northern jurisdictions will be required to appoint a new council representative. The Law Society of Nunavut is in the process of appointing a new council representative and the jurisdictions will discuss at a later date. There is an option to defer for one year if we are not ready to appoint a new representative to the ladder.

RULE/POLICY AMENDMENTS:

No business.

EXECUTIVE DIRECTOR'S REPORT:

FATF Review: The FATF Evaluation is underway. Reporting for the first component has been drafted and is currently being reviewed by law societies. The first component, technical compliance measures how the rules of law societies adhere to the FATF regulations. The current LSNT LPA and Rules do not include a mechanism to report to law enforcement and has been raised as a potential concern. A policy does exist outside of legislation that gives authority to the Executive to report to law enforcement in some instances.

Trust Accounts & AML Initiatives: The Law Society of the Northwest Territories, Nunavut and Yukon have engaged services by former Deputy CEO, Frederica Wilson to complete the work of developing materials for members in private practice. Materials will assist in communicating members' obligations, as well as creating resources for opening a practice.

- Templates for new trust account holders
- AMLTF obligations and "at a glance"

This will ensure the Law Society is compliant with obligations as well as supporting members.

Membership Renewals: As of March 4, 26% of renewals have been approved and an additional 14% have been submitted. Executive should consider advancing that March 15 is a new deadline to submit applications.

Action Items: LSNT staff to determine which group is submitting late – is it sole practitioners, GNWT, Federal, PPSC, private firms, etc?

FINANCE REPORT:

The audit of the 2024 financial year took place in late February with Avery Cooper & Co. The initial work has been completed, with an anticipated surplus of roughly \$200,000. There have been improvements to bookkeeping, Moneris, timesheets and tracking employee leave, and using Microsoft 365.

DISCIPLINE:

Sandra recused herself from the meeting due to conflict.
Legal Counsel to the Chairperson of the Discipline Committee

- Requests for Proposals for review and decision available

Metric: cost, travel, qualifications.

Executive agreed to award contract to: Paul Parker Professional Corporation and if he has conflict, MLT Aikins.

Approval to Award Contract to Paul Parker Professional Corporation and on a secondary basis to MLT Aikins (if there is a conflict):

MOVED BY: Alex GODFREY
SECONDED BY: Keelen SIMPSON

CARRIED

Action Items: Convey the news to those selected.

NEW BUSINESS:

Recognition of Credentials of Professionals (Canada)

A response has been sent to Legislature on LSNT's behalf.

Gladue in Northwest Territories

Alex provided information on current practices; current pre-sentence report does a good job of and exceeds what is in a "Gladue Report". GNWT does not appropriately explain Pre-Sentence Reports or markets it well. Not within mandate of LSNT; up to GNWT to tackle this.

Action Items: Alex to prepare brief public information on PST and Gladue Reports to ED.

MOU with RCMP

As part of the FATF Evaluation, the Federation of Law Societies of Canada has connected Law Societies with the RCMP to facilitate the disclosure of protected information by the RCMP to the Law Society related to membership misconduct, specifically money laundering. MOU for review prepared. Discussion as to why RCMP would want to share this information with LSNT.

Action Items: Executive to review draft MOU and discuss at next meeting.

UPCOMING BUSINESS:

FLSC Visit March 17&18, 2025

LSNT will take FLSC to visit the Snow Castle and a dinner on Tuesday. A CPD will occur at lunch on the 18th. Various Executive members to attend dinner at Bullocks.

LSNT Social Event April 10, 2025: Brief overview of event: will go out in bulletin.

MOTION TO GO IN CAMERA:

MOVED BY: Keelen SIMPSON
SECONDED BY: Alex GODFREY

MOTION TO GO OUT CAMERA:

MOVED BY: Sandra MACKENZIE
SECONDED BY: Sukhmanpreet DHINDSA

MOTION TO ADJOURN MEETING:

MOVED BY: Alex GODFREY
SECONDED BY: Sukhmanpreet DHINDSA

Next Meeting: to be scheduled.

Christopher Buchanan
Christopher Buchanan (Dec 19, 2025 10:18:15 MST)
Christopher Buchanan, President

Sukhmanpreet Dhindsa
Sukhmanpreet Dhindsa (Dec 19, 2025 11:21:00 MST)
Sukhmanpreet Dhindsa, Secretary











2025-03-10 Executive Meeting Minutes - DRAFT

Final Audit Report

2025-12-19

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