



LAW SOCIETY

OF THE NORTHWEST TERRITORIES

MINUTES

Executive Committee Meeting
Law Society of the Northwest Territories
Law Society Training Room
August 7, 2025

Attendance:

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

Jeff Round (Executive Director)
Tracy Bock (FLSC representative)

Call To Order:

Christopher called the meeting to order at 12:08 PM

Approval of the Agenda as amended to add Item: Competency Training:

MOVED BY: SUKHMAMPREET DHINDSA
SECONDED BY: KEELEN SIMPSON

THAT the Agenda be approved.

CARRIED

Approval of the Consent Agenda:

MOVED BY: KEELEN SIMPSON
SECONDED BY: SUKHMAMPREET DHINDSA

THAT the Consent Agenda be approved.

CARRIED

FEDERATION OF LAW SOCIETIES OF CANADA:

No report from Tracy. He has not been involved in meetings over the summer.

BUSINESS ARISING FROM THE MINUTES:

FATF AMLTF Review

- Accountant's report is active for this year. There will be improvements regarding language. The revised report was implemented after some firms' reporting was in progress, so responses will be in both formats this year. Next year all reports will be in the new format. The New Law Firm Report is also being revised to reflect the updated language.
- Potential implementation of Mandatory AMLTF training for all Responsible Lawyers and performance of risk assessments on new and existing trust accounts was discussed.

Action item: Jeff gather information for review including recommendations from FATF review and other jurisdictions..

Rule of Law Public Engagement Project

- No further information provided.
- Ramona: northern communities take advice from extra-legal sources and non-lawyers, which is detrimental. Raised concern over unauthorized prosecution of law issues. Supports the rule of law education but would like scope changed to reflect northern issues. If we can change scope, we could have success in addressing issues.
- Alex: supports a positive campaign but not the negative one proposed. Does not align with law society mission. Is more advocacy which is appropriate for CBA or other organizations to advance.
- Consensus that LSNT is not supportive of the campaign in current form.
- Action item: Chris to prepare letter for Executive review.

Rules of the Law Society Project Update:

- A new lawyer has been added to the Conway team.
- Jessica, Glen, and Jeff met with Conway. They committed to getting back to project after loss – received first package re: discipline section yesterday. Jeff and Glen Rutland to meet to talk about process of what to do once packages start rolling out to LSNT.
- Preliminary concern: unsure if cross-jurisdictional scan completed and proposed language not provided. We are expecting a cross-jurisdictional scan, to be confirmed with Conway. A drafter will be engaged to write the Rules, but we may want proposal or recommendations on wording.
- A revised timeline will be requested once the format and scope are confirmed.

Law Society Priorities:

- Jeff met with Alinity – they are ready to start working with us in January 2026. They feel it is possible to implement before end of May which would avoid another Thentia renewal. They would be able to take new registrations after 2026 renewals close at March 31, 2026. They provided guidance on work we can complete internally before January. Alinity advised that they have done a few conversions from Thentia and appeared confident they would be able to do it in the required timeframe.

Employee Benefits Policy Amendments

- Review not completed.
- Action item: Executive to review for discussion at next meeting.

Standing Committees

- LEAP Chair is engaged and is interested in continuing.
- Keelen to be the executive liaison for LEAP.
- Alex to be liaison for insurance.
- All remaining Committees mandate's to be updated to include Reconciliation
- Action item: Chris to draft letter to Committee Chairs directing inclusion of Reconciliation principles in committee mandates and encourage committee meetings in fall at LSNT with Executive Director.
- Glen Rutland, Rules Committee Chair, is attending next meeting.
- Financial Advisors to be invited to attend October meeting.
- Action item: Schedule October meeting ASAP and Executive Director to invite financial advisors.

RULE/POLICY AMENDMENTS

Code of Conduct

- Updated to include 2024 Model Code amendment that were approved in June 2025 and posted online. Further potential amendments under review by LEAP Committee at this time.

EXECUTIVE DIRECTOR'S REPORT

Executive Director handover

- Jeff expressed gratitude for the time afforded for overlap with Jessica, and to Jessica for providing such a detailed onboarding and wrap up before her departure.
- Jessica is now removed from all Society access. Her email is active but not monitored and an auto-reply is set to advise of changes.

Office lease agreement

- Lease renewal was signed and now expires in 2030, with an added optional extension of 5 years. The Landlord accepted the maintenance requests included in the renewal and work has already begun. There has been a noticeable difference with the landlord as they are abiding by the revised terms requiring notice before accessing the space.

RCMP Information Sharing MOU

- Final draft ready for signing.
- NT will be the first jurisdiction to sign the MOU. All other jurisdictions are working towards signing it.
- Action Item: Jeff to sign.

FINANCE REPORT:

- The Finance Committee met on July 21, 2025. Reviewed Q1 and Q2 positions compared to previous fiscal. On track to perform same as last year.
- Account balances are healthy.
- The Finance Committee recommends:
 - o That an actuary be engaged to review insurance fund balances and operational account fund to determine if appropriate. This was last performed in 2017, with cost of that paid by CLIA last time. Jeff reached out to CLIA if they will do for us again. Cost is returned to LSNT through inclusion in invoice for annual fee from CLIA.
 - o Review of CRA limits to maintain non-profit status.
 - o Continue to allow use of credit cards to pay annual fees and credit card fee be incorporated into annual fees when being proposed.
 - o On auditor's advise to consider changing AGM dates going forward so that audited financial statements are reviewed sooner and budgets are established further in advance of the fiscal year. Executive Director was requested to complete a cross-jurisdictional scan on fiscal year and AGM timing. Consideration to be given to moving AGM to May or early June.
- Action Item: Jeff to gather issues to be addressed when changing AGM dates to present at next meeting.
- Action Item: Jeff to investigate cost of actuarial work and provide at next meeting.
- Action Item: calculation of annual fees to include credit card service charge going forward

DISCIPLINE:

- 9 active complaints. One is moving to committee of inquiry.

NEW BUSINESS:

Saskatchewan Reconciliation Statement

- The Law Society of SK will be issuing a statement regarding Reconciliation in advance of National Truth and Reconciliation Day. LSNT issued a similar statement several years ago and no further action is required.

Discipline Committee Lay Member Agreement

- A third lay member has recently been recruited.
- A Law Member Engagement Agreement has been drafted to ensure confidentiality and other aspects of their work. The Discipline Chair has recommended implementation.
- Action Item: Chris to review and approve for implementation.

Public Notices

- Notices to the Public on the website are out of date as some types of notices have not been posted since 2022. However, the Find a Lawyer feature is current.
- There was general discussion on how they should be presented and effort to update. It was noted that any change to existing practice may be impacted in the future when Alinity comes online.
- Previously information was sent to IT/web support, "With Media", to update updates have not been performed.
- Executive Director believes that the required updates can be made internally.
- Action Item: LSNT staff to consolidate Notices to the Public on a single page and update all notice types to current.

Mandatory cultural competency training

- Following adoption of mandatory cultural competency training in 2021, 2023 renewals included an affirmation by members that they had completed one of the required training courses. A mechanism for ensuring that new members after April 1, 2023 had taken the training was not implemented.
- Executive Director recommends:
 - o that reminders be sent out to all members with an explanation of need to revisit in 2026 renewal process.
 - o affirmation be required in 2026 renewal process
 - o incorporate requirement in application process and add information to the Memorandum for Applicants and website.
- Direction was provided to:
 - o include it in the Application process as a separate Attestation once CPD and Admissions Committees have reviewed and provided input.
 - o Include the requirement in 2026 renewal process, and inform members by newsletter of requirement if they haven't completed it already.
- Action item: Executive Director to inform CPD and Admissions Committees for input, specifically whether training taken to satisfy this requirement will be eligible for Ethics requirement.

SCC – President's Dinner

- Event will be on September 14th from 6:00 to 10:00 at JTFN Mess. Matthew Yap is sponsor as a reservist in CAF.
- The venue and involvement of the SCC makes this a more complex event than normal President's Dinners.
- An event planner, Arctic Concierge Services (Alaina Botham) will be engaged to coordinate efforts of JTFN, Copperhouse (caterer), Event Rentals YK (furniture rental and moving) and sound technician.
- Registration is open, tickets for members and guests are \$80.
- Discussion held over providing a hospitality suite for SCC judges to aurora viewing. Decision – not supported.
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SCC – New Lawyers' Dinner

- Event has turned into a dinner with students/new lawyers, ~30 members (Students and members with <5 years at the bar) invited. Reservation assumes 25 attendees.
- Will be hosted at the Explorer Hotel, Katimavik room D.
- LSNT hosting, approximate cost \$3,000.

NEW BUSINESS:

- FLSC conference, October 15-18 in Winnipeg – Sukham expressed interest in attending and inquired about process for approval. Discussion – past attendance was normally President, Vice-President and Executive Director attend at LSNT expense. FLSC Council member attends and expenses are paid by FLSC.
- Action item: Sukham to submit request by email, email vote for approval will be taken.

Meeting Adjourned: 1:57PM

Next Meeting: September 9, 2025

MOVED BY: SUKHMANTPREET DHINDSA
SECONDED BY: CHRIS BUCHANAN

THAT the meeting is adjourned.

Christopher Buchanan

Christopher Buchanan, President

Signature: *Christopher Buchanan*
Christopher Buchanan (Dec 19, 2025 10:19:49 MST)

Email: christopher.buchanan@mross.com

Sukhmanpreet Dhindsa

Sukhmanpreet Dhindsa , Secretary

Signature: *Sukhmanpreet Dhindsa*
Sukhmanpreet Dhindsa (Dec 19, 2025 11:20:31 MST)

Email: sukham@skdlaw.ca











DRAFT Minutes, August 7 2025

Final Audit Report

2025-12-19

Created:	2025-12-12
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-  Signer sukham@skdlaw.ca entered name at signing as Sukhmanpreet Dhindsa
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