**LPBC Transition Board and Transition Indigenous Council**

**Joint Meeting**

**Agenda**

Meeting Date: February 19, 2025

Meeting Time: 1:00 PM – 5:00 PM PST

Meeting Location: Law Foundation of BC (675 W Hastings St #1500, Vancouver BC)

Attendees:

**Board Members**

Bruce LeRose KC (Chair)
Johanne Blenkin
Brian Dybwad
Katrina Harry KC
Elizabeth Kollias
Scott Simpson
Sarah Westwood KC

**Indigenous Council Members**

Christina J. Cook
Andrea Hilland KC
Carly Teillet
John Borrows

**Advisory Committee Members**

Paul Craven
John Mayr
Josh Paterson KC
Adam Whitcombe KC

| # | Discussion Points | Lead | Est. Time | Materials |
|---|---|---|---|---|
| 1 | Welcome and Acknowledgements | Bruce | 5 mins | |
| **Consent Agenda** | | | | |
| 2 | Minutes of January 15, 2025 Meeting | Bruce | 2 mins | Meeting Minutes |
| **Discussion** | | | | |
| 3 | Code of Conduct<br>• Conflict of Interest Guidelines<br>• Oath of Office | Bruce, all | 30 mins | Draft Code of Conduct |
| 4 | Remuneration and Reimbursement Policy | Bruce | 20 mins | Report from Chair |
| 5 | Communication and Transparency | Advisory Committee | 20 mins | Report from Advisory Committee |
| Break | | | | |
| 6 | Transition Website Preview | Adam/John | 15 mins | Presentation |
| 7 | Transition Work Plan Update | Adam/John | 20 mins | |
| **Updates** | | | | |
| 8 | Project Director | Advisory Committee | 5 mins | Project Director Job Description |

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|---|---|---|---|---|
| 9 | Indigenous Lawyer/Advisor Update | Indigenous Council | 5 mins | Indigenous Lawyer/Advisor Job Description |
| ***In-Camera*** *(Transition Board and Transition Indigenous Council only)* | | | | |
| 10 | Other Business | | | |

**SLR Board and Indigenous Council**

Minutes of Meeting

Meeting Date: January 15, 2025

Meeting Time: 13:00

Meeting Type: Hybrid

Meeting Location: Law Foundation Board Room

**Board Members in Attendance:**

Bruce LeRose, KC (Chair)
Johanne Blenkin
Brian Dybwad
Elizabeth Kollias
Scott Simpson
Sarah Westwood

**Indigenous Council Members in Attendance:**

John Borrows
Christina J. Cook
Regrets: Carly Teillet
Andrea Hilland, KC

**Advisory Committee Members in Attendance:**

Paul Craven
John Mayr
Josh Paterson, KC
Adam Whitcombe, KC

**Observers and Staff**:

*SLR Staff*

Maddie Holm-Porter

**1.0 Welcome and Acknowledgements**

The meeting was called to order at 13:05.

The Chair welcomed the Board and the Indigenous Council and delivered a territorial acknowledgement.

**2.0 Introductions**

Each person introduced themselves, acknowledged that they were guests on unceded territory, and gave a brief description of their appointment to a transitional entity and involvement in the transition process.

**3.0 How We Plan to Work Together**

The Chair encouraged a dialogue about how the different groups could work together. Everyone spoke to the topic and a consensus emerged that respectful listening and engagement would be the basis for decision making.

**4.0 The Task Ahead**

The Advisory Committee presented a draft transition workplan to the Board and the Indigenous Council. The workplan is based on work done by the Law Society to identify critical elements regarding developing Rules for the transition. Some members of the Board and the Indigenous Council identified concerns with some aspects of the draft workplan. It was agreed that the Advisory Committee would continue to work on the workplan and present updates at subsequent meetings.

**5.0 Assistance Required**

The Chair led a discussion regarding how the existing regulatory bodies could support the transition, and the nature and support to be provided by the Advisory Committee.

There was a discussion about the role of the transition manager provided for in the Legal Professions Act. Particular note was made of the statutory requirement that the transitional manager would become the first CEO of Legal Professions BC. There was a consensus that a project manager should be hired to assist with the transition process and that the position should be based on competencies related to the transition as opposed to a person to become the first CEO of Legal Professions BC.

There was a consensus that the Advisory Committee should develop a job description for the project manager for the Board and Indigenous Council to consider. There was a consensus that the Indigenous Council should develop a job description to engage a person to assist the Indigenous Council. The Advisory Committee is to assist with the process for promoting the position.

**6.0 Other Items for Discussion**

The Directors and Indigenous Council received written reports on the following:

6.1 Oath of office – the proposed oath of office was discussed, and it was agreed that the Advisory Committee would revise the draft in light of the comments at the meeting and at the next meeting present a conflict of interest and duty policy and include an oath of office.

6.2 Board governance policies- it was acknowledged that the not yet proclaimed sections of the Legal Professions Act include sections respecting governance and

that those sections should guide the conduct of the Board and Indigenous Council. There was a consensus that there may be a need to develop specific policies as the work on amalgamation progresses.

6.3 Transition workplan – The transition workplan was discussed under section 4.

6.4 2025 meeting schedule- A proposed schedule of joint meetings of the Board and the Indigenous council was presented for consideration. There was a consensus that the schedule was reviewed and finalized at the next meeting

**7.0 Consent Agenda**

7.1 Expense and Remuneration Policy – The Directors and the Indigenous Council engaged in a discussion about the proposed policy. Members took issue with the report of the consultant and specifically the classification of the Board and determination of remuneration using the Treasury Board policy. There was consensus that the remuneration policy should include remuneration for preparation time for meetings and that the amounts be revisited. The Advisory Committee was asked to come back with further information about the proposed remuneration policy.

7.2 The Minutes of the previous meeting were approved by consent.

**8.0 *In Camera***

The members of the Board and the Indigenous Council met without the members of the Advisory Council and staff in attendance.

# Transitional Code of Conduct (DRAFT)

# Introduction

The purpose of this Code of Conduct is to establish clear expectations for the behavior and responsibilities of the members of the board. By adhering to this Code, board members ensure the integrity, accountability, and effectiveness of their role in preparing for and facilitating the transition from the operation of the former Acts to the operation of the Legal Professions Act. The Code also helps to promote a culture of trust, respect, and professionalism among board members.

# Core Principles

Integrity: Board members must act honestly and in good faith, prioritizing support for the process for transitioning to the new Legal Professions BC over personal interests.

Accountability: Board Members are accountable for their actions and decisions to each other.

Transparency: Decisions and operations must be conducted openly whenever possible, ensuring the trust and confidence of the public and those who will be regulated under the *Legal Professions Act*.

Respect: Board members should engage respectfully with others, fostering a collaborative and inclusive environment.

Equity and Diversity: Board members are expected to consider diversity, equity and inclusion in all decision-making processes and organizational policies.

# Scope, Compliance and Enforcement

## Application

This Code of Conduct applies to all board members. By adopting and adhering to this Code of Conduct, and signalling the same by signing the Statement of Understanding and Agreement, board members commit to upholding the highest standards of governance and conduct in all organizational activities and decisions as set out in this Code of Conduct.

## Complaint Against a Director[1]

If a board member is notified that a complaint has been opened against them by the regulatory body responsible for the regulation of that board member, the board member must promptly disclose the fact of the complaint to the Chair.

On being made aware of a complaint against a board member, the Chair must consider whether to ask the board member to provide information about the nature and seriousness of the complaint and t consider any information provided by the board member about the complaint. If the Chair seeks and obtains information about the complaint, the Chair must determine whether nature and seriousness of

[1] Based on s.14 of the Legal Professions Act

the complaint in light of any information provided by the board member requires bringing the complaint to the attention of the board.

Should the Chair determine that the complaint is of a sufficiently serious nature to warrant notifying the board, the board must consider whether to prohibit the board member from exercising the powers and performing the duties of a director until the disposition of the complaint.

### Removal of Director[2]

If a board member:

a. contravenes their oath of office or this Code of Conduct;

b. becomes bankrupt; and

the board may remove the director if, after reasonable notice to the director, the board considers the circumstances sufficiently serious to justify the director's removal.

### Oath of office

Board members are expected to swear or affirm the following oath of office before taking office and signify their commitment by signing a copy of the oath.

> *I, _____, will abide by the Legal Professions Act and its regulations, and the policies approved by the transitional board, and in the performance of my duties as a member of the board, I will act always in the public interest and in accordance with the laws of the Province of British Columbia and the laws of Canada, including the Constitution, which recognizes and affirms the Aboriginal and treaty rights of First Nations, Inuit and Métis peoples.*

## Roles and Responsibilities

Each board member is expected to act with integrity, participate actively, and fulfill their specific roles and commitments and to keep themselves informed about the transition process and their role in the process and make decisions based on informed judgment.

Board members are expected to support collective decisions, even if they personally disagreed during discussions.

The board as a whole is responsible for the organization's governance and strategic direction.

The board has a collective responsibility to make decisions that support the transition from the operation of the former Acts to the operation of the Legal Professions Act, evaluating the progress towards the amalgamation provided for in s.5 of the *Legal Professions Act* and ensuring that stakeholders are engaged where appropriate and kept aware of progress.

[2] Based on s.13 of the Legal Professions Act

# Fiduciary Duties

Board members must act with the level of care, diligence, and skill that a reasonably prudent person would exercise in similar circumstances. This includes staying informed about the organization's activities, attending meetings, and actively participating in decision-making processes.

Board members are responsible for ensuring the implementation of the transition remains consistent with the *Legal Professions Act* and any regulations.

# Ethical Standards

Board members must act with honesty and integrity in all their dealings on behalf of the organization.

This includes:

a. Ensuring that their actions are guided by the best interests of the organization rather than personal interests.

b. Upholding the organization's reputation and maintaining trust with stakeholders.

Avoiding any conduct that could undermine the integrity of the board or the organization.

Board members are expected to:

a. Be truthful and transparent in communications and decision-making.

b. Avoid deceptive or misleading practices, even in challenging circumstances

# Conflicts of Interest and Duty

## What constitutes a conflict of interest and duty?

Directors may experience a conflict of duty and interest or of interest and interest where the director has a personal interest, either pecuniary or non-pecuniary, not shared by others, in the outcome of a particular decision or in fulfilling their duty to the prepare for and facilitate the transition from the operation of the former Acts to the operation of the new Act.

A conflict may be:

a. Actual, where a direct conflict where a board member's decisions or actions could result in personal gain or benefit.

b. Potential, where a conflict could arise in the future based on a board member's roles, relationships, or activities.

c. Perceived, where it appears that a board member's interests might impair their objectivity, even if no actual conflict exists.

### Disclosure

If a conflict of interest and duty arises, whether actual, potential or perceived, the director should disclose the conflict of interest to the board.

Disclosures should be made in writing and recorded in the meeting minutes.

### Assessment of Conflicts

The board must review any conflict disclosed to assess the severity and implications of the conflict. The assessment should consider whether the conflict impairs the director's ability to act in the organization's best interests.

### Resolution of Conflicts

If the board concludes that a conflict impairs the member's ability to act in the organization's best interests, the board may require the director to:

a. Recuse themselves from discussions and votes related to the matter or circumstance creating the conflict; or

b. Resign from the board if the conflict is ongoing and cannot be mitigated.

The consideration and conclusion should be documented and made known to the director to ensure accountability.

### Review and Training

The transitional board should regularly review the conflict of interest and duty policy and provide training to directors to ensure understanding and compliance.

## Confidentiality

Board members have a duty to protect the confidentiality of information that is made available to them in confidence and not to disclose the information unless required to do so by law. Information expected to be kept confidential should be clearly identified as such prior to it being made available.

# Commitment to a Diverse, Equitable, Inclusive and Respectful Environment

We all have a right to work and associate in a respectful, professional environment free from discrimination, harassment, violence and retaliation and where the well-being of all is safe guarded, equity, diversity and inclusion is encouraged and welcomed, it is safe to discuss what is working and not working, and inappropriate or disrespectful behaviour is not tolerated.

Board members are expected to foster an equitable, diverse, inclusive and safe environment that reflects the organization's values.

This commitment includes:

a. Supporting equity, diversity and inclusion in board composition and staff;

b. Promoting policies and practices that advance equity, diversity and inclusion and remove systemic barriers.

# Review

The board should review this Code of Conduct at least annually to ensure that if continues to reflect the conduct and compliance expected of board members.

# Acknowledgment and Commitment

Board members will acknowledge and agree to abide by this Code of Conduct by signing a Statement of Understanding and Agreement.

# Appendices

*Conflict of Interest Disclosure Form**

*Statement of Understanding and Agreement template (for signature) **

*** to be drafted following adoption by the board*

# Transitional Board

## Board Remuneration

| | |
|---|---|
| **To:** | Board/Indigenous Council |
| **Purpose:** | Discussion/Decision |
| **From:** | Bruce LeRose, KC<br>Chair |
| **Date:** | February 19, 2025 |

# Issue

1. At our January 15, 2025 meeting, questions were raised about the basis for the consultant's recommendation that remuneration should be $250 for a half day meeting and $500 for a full-day meeting, being meetings over 4 hours, with the addition of a $500 per diem for travel days. It was suggested that the consultant be asked to provide more support for why this was reasonable remuneration.

# Background

2. The consultant noted in her report that it is fairly common for the legal profession and related industry organizations to use Treasury Board directives as a framework for expense remuneration. She suggested that using them does ensure legitimacy and trust given their wide recognition and transparency, which will make the remuneration of directors and members of the Indigenous Council more easily defensible if faced with any scrutiny. The consultant therefore recommended using the Treasury Board framework. In particular, it was apparent that the consultant had used the level 1 classification from the Treasury Board's table in recommending the $500 per diem.

# Discussion

3. This meeting will be the third meeting at which we have tried to reach consensus on a Reimbursement and Remuneration policy. I am in agreement with the concerns expressed about the choice by the consultant of the level 1 classification as the appropriate basis for setting the per diem for the work of the Board and the Indigenous Council. However, I do not believe that a further expert opinion is likely to help us reach a consensus on what is a reasonable level of remuneration for the work of the Board and the Indigenous Council.

4. The Law Society has established a remuneration policy for its Tribunal members which I believe provides an appropriate comparison for the remuneration that directors and the members of the Indigenous Council should expect and accept. That policy provides for remuneration of $225 for an hour or less of time spent within a given calendar day; $390 for more than an hour and up to and including three hours of time spent within a given calendar day ("half day"); and $645 for more than three hours of time spent within a given calendar day ("full day"). A maximum of one full day may be claimed for remuneration on any calendar day, including travel time.

5. Setting our remuneration at the same level as the Law Society's policy for Tribunal members would place our remuneration between level 3 and level 4 of the Treasury Board framework which I believe is defensible should there be any expression of concern by either the Law Society, the Notaries Society, or third parties.

# Proposal

6. I therefore propose that we accept the Reimbursement and Remuneration Policy as proposed at our last meeting with a change to the remuneration amounts as follows:

    a. $225 for an hour or less of time spent within a given calendar day;

    b. $390 for more than an hour and up to and including three hours of time spent within a given calendar day ("half day"); and

    c. $645 for more than three hours of time spent within a given calendar day ("full day").

    d. A maximum of one full day may be claimed for remuneration on any calendar day, including travel time.

# Expense Reimbursement and Remuneration Policy

**Legal Professions BC**

January 2025

**Table of Contents**

## 1. Policy

As a member of the transitional board, Indigenous council, or advisory committee, you are entitled to be reimbursed and remunerated for reasonable expenses incurred in the performance of your duties under the Legal Professions Act. The following guidelines ensure transparency and consistency, and that Legal Professions BC is compliant with the regulations of the Canada Revenue Agency and the Income Tax Act.

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## 2. Purpose

The purpose of this Policy is to:

a. Ensure accountability and transparency and promote cost-effective use of organizational resources.

b. Provide clear guidance on reimbursable expenses.

c. Promote fiscal responsibility and transparency.

d. Support the operational requirements of the Law Society and Notaries Society.

e. Ensure compliance with annual audit and CRA requirements.

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## 3. Scope

This Policy applies to all board, council, and advisory committee members performing duties under the Legal Professions Act. It does not cover contractors or consultants unless specifically stated in their agreements. The amounts for expenses and remuneration are based on Treasury Board Directives. This policy will be reviewed annually and the amounts adjusted to reflect the current Treasury Board Directive for Remuneration Guidelines for Appointees to Administrative Tribunals and Regulatory Boards.

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## 4. Responsibilities

Board, council and committee members are responsible for:

a. Submitting timely, detailed, original receipts along with the completed Expense Reimbursement Claim Form (see Appendix A).

b. Apportioning expenses between Legal Professions BC duties and other business where applicable.

c. Using electronic submissions when possible, for efficiency.

The advisory committee is responsible for:

a. Providing guidance to board, council and committee members on appropriate types and levels of expenses.

b. Designating one or more members eligible to approve expenses and remuneration including exceptions to this Policy, where guidelines have been exceeded due to extenuating circumstances.

c. Communicating those decisions to those responsible for issuing the payment.

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## 5. Allowable Expenses

The following are reimbursable expenses related to the performance of duties under the *Legal Professions Act*:

### 5.01 Travel

**A. Airfare**:

1. Members are encouraged to book early and to take advantage of seat sales to minimize costs.
2. Flights under 6 hours should be booked as Economy Class. Flights of more than 6 hours, if no coupons are available to upgrade to Executive Class, may be booked as Business Class when traveling on official Legal Professions BC business. Pre-approval by a designated member of the Advisory Committee for airfare exceeding $5,000 is required.
3. When booking an Economy fare, the purchase of a preferred seat and/or Wi-Fi will be covered to accommodate working on the flight.
4. Any in-flight food and beverage purchases are considered part of the daily per diem.
5. Travel insurance is mandatory for all international travel and optional but recommended for domestic travel. Please ensure the credit card used to book the flights provides this coverage.
6. Last-minute flight changes are often subject to a fee. These fees do not fall under allowable expenses unless they are a result of circumstances outside the traveler's control.
7. Any reservations or bookings that are missed due to circumstances within the control of individual (such as missed flight due to sleeping in) may not be reimbursed.
8. Care should be taken seeking to ensure that no more than 3 board, council or committee members are traveling on the same flight.

9. If a trip is extended for personal reasons, the expenses for meals, accommodation and transportation for those additional days are not eligible for reimbursement under this policy.

**B. Ground Transportation**:

1. Transportation options include ferries, public transit, parking, taxis, ride shares etc. (including gratuity) to and from the airport, hotel, residence, or meeting locations.

**C. Personal Vehicle**:

1. Use of a personal vehicle for business travel will be reimbursed on a per-kilometer basis at CRA's current rate.
2. The following information must be provided on the expense report:
    a. Purpose of the trip
    b. Date and location
3. Mileage log and/or a Google map attachment
4. Actual or reasonable parking expenses are eligible for reimbursement (for example, parking at an airport while flying and for the duration of the approved days related to the business trip) and tolls.
5. Legal Professionals BC will not be responsible for any fines related to parking or local traffic violations.

**D. Sustainability**:

1. Members are encouraged to purchase carbon offsets for flights or use eco-friendly transportation where feasible.

**E. Emergency Procedures:**

In the event of unforeseen circumstances requiring emergency changes to travel or other arrangements, the following procedures apply:

a. **Handling Emergency Expenses**

Expenses incurred due to emergencies, such as last-minute flight changes, extended accommodation stays, or additional transportation, will be reimbursed provided they are:

i. Directly related to the performance of duties under Legal Professions BC.

ii. Necessary and unavoidable due to the circumstances (e.g., canceled flights, urgent rescheduling).

b. **Documentation Requirements**

To claim emergency-related expenses, the following documentation must be submitted with your reimbursement request:

i. Detailed receipts for all incurred expenses.

ii. A brief explanation of the emergency, including why the expense was unavoidable.

iii. Approval from a designated member of the Advisory Committee if the expenses exceed standard policy limits.

c. **Travel Insurance and Assistance**

i. Where applicable, utilize any available travel insurance or assistance services to manage emergency situations efficiently (eg. the airline help desk).

ii. Reimbursement will only apply to expenses not covered by insurance.

d. **Pre-Approval for Non-Urgent Adjustments**

i. If the adjustment is not urgent but still necessary, it is recommended that pre-approval from a designated member of the Advisory Committee is sought before incurring additional costs.

**5.02 Accommodation**

1. Where an overnight stay is necessary, hotel accommodation will be reimbursed for a standard single room equivalent at one of the pre-approved hotels at corporate rates. Please follow the instructions on the corporate hotel listing to ensure the Legal Professions BC corporate rate is obtained. Airbnb or other alternatives are eligible if more cost-effective.

   Appendix B contains further details on corporate hotel rate information and will be updated and published by Legal Professions BC periodically.

2. Coverage includes one night per meeting day unless earlier arrival is necessary.

3. If the traveler opts to stay with a personal contact on a business trip, the Organization will offer a per diem of $50/night.

**5.03 Meals and Beverages**

a. **Daily Meal Limits**:

   Breakfast $25
   Lunch $35
   Dinner $50
   (Total $110 per day including tips and tax)

b. Itemized restaurant receipts must be provided, not just the total.

c. If a meal is already provided (breakfast, lunch or dinner), additional meal or beverage costs should not be claimed for these meals - i.e. if lunch was paid for by an outside party, the eligible dinner amount is still $50, not $85.

d. For all meals other than group meals, meals should be paid for and expensed by each individual separately with the corresponding meal and beverage expense receipts.

e. At group meals, reasonable meal and beverage costs will be reimbursed, and the most senior director or Indigenous council member in attendance should pay and submit the claim for the group meal. A group meal is any meal or dinner where there are six or more directors or Indigenous council member attendees.

f. The cost of non-alcoholic beverages is reimbursable. The cost of alcoholic beverages is not.

**5.04 Childcare and Dependent Care**

a. Covers additional reasonable expenses incurred for care during meeting hours, and travel time.

b. Reasonable childcare and/or dependent adult care expenses incurred during the hours of scheduled board or Indigenous council meetings; while performing duties for Legal Professions BC*;* and/or during the time taken to travel to and from such meetings will be reimbursed when they are in addition to what would normally be incurred.

c. Please indicate the number of hours and hourly rate and attach receipts to the Expense Claim Form (eg. for a childcare provider).

### 5.05 Other Reimbursable Expenses

a. **Communication Costs**: Long-distance calls, cellular charges, eSIM purchases, and teleconferences.

b. **Administrative Costs**: Postage, courier, or meeting materials (more eco-friendly digital formats are preferred).

c. **Gifts**: Reasonable business-related gifts may be eligible for reimbursement on occasion.

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## 6. Remuneration

a. Directors and Indigenous council members are eligible to receive per diems for attending meetings based on the Treasury Board Directive.

b. $225 for an hour or less of time spent within a given calendar day;

c. $390 for more than an hour and up to and including three hours of time spent within a given calendar day ("half day"); and

d. $645 for more than three hours of time spent within a given calendar day ("full day").

e. A maximum of one full day may be claimed for remuneration on any calendar day, including travel time.

f. T4's/T4A's will be issued for all per diems paid during the year.

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## 7. Submission of Expense Claims

a. Original, legible, detailed receipts and boarding passes must be submitted with a completed Expense Claim Form. Credit card statements alone are not sufficient. The Expense Claim Form may be submitted electronically along with scanned receipts to expenses@lpatransition.ca

b. Include the purpose of expenses and, for meals, indicate the reason for the meeting and names of attendees.

c. Original detailed receipts must be submitted along with expense reimbursement claims. Digital versions can be submitted with the expense claim form. Note that hardcopy original receipts may be required to follow by mail.

d. There are some exceptional cases where receipts are not provided (e.g. parking meters, public transit tickets/tokens). In these cases, expenses may be claimed without a receipt. Details and an explanation for these cash expenses must be provided. These should be limited to small amounts and only when a receipt is not provided.

e. Individuals will be reimbursed in Canadian dollars. If you have purchased something in a currency other than Canadian, upload an excerpt of your credit card statement to show the currency conversion rate that was used at the time of purchase. If that information is not provided, the exchange will be calculated using the daily exchange rate.

f. No member can approve their own expense claim. Claims are to be submitted to and approved by a designated member of the Advisory Committee.

g. Claims must be submitted within 30 days of incurring the expense to ensure prompt processing. Claims submitted past 90 days may not be reimbursed.

h. Claims will be processed by Legal Professions BC within 30 days of approval.

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**8. Environmental and Social Responsibility**

a. Members are encouraged to reduce unnecessary travel by utilizing virtual meeting technology.

b. When travel is necessary, preference should be given to eco-friendly options and accommodations.

c. Adopt digital practices as much as possible to minimize the environmental impact of printed materials.

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**9. Policy Updates**

This Expense Policy will be reviewed annually to ensure alignment with evolving organizational needs, regulatory requirements, inflation adjustments and the latest governance best practices and to align the amounts with Treasury Board Directives.

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# Appendix A – Expense Claim Form

Electronic submission of your expense claim is preferred. Please include additional details around meal and entertainment expenses and submit this form and digital copies of receipts to expenses@lpatransition.ca within 30 days of incurring the expense. Original receipts can follow by mail.

**Notes:**

**(1)** Please submit one event per form.

**(2)** Fill in the shaded areas.

| | |
|---|---|
| **Event Date** | |
| **Event Description** | |
| | |
| | |
| **Place of Event** | |
| Name of Airline | |
| Name of Hotel | |
| **Currency** | |

| **DESCRIPTION (add detail where appropriate)** | | **NET** | **GST** | **TOTAL** |
|---|---|---|---|---|
| Meals & Entertainment (60025) | | 0.00 | 0.00 | 0.00 |
| Airfare (60010) | | 0.00 | 0.00 | 0.00 |
| Hotel (60015) | | 0.00 | 0.00 | 0.00 |
| Taxi Fare (60010) | | 0.00 | 0.00 | 0.00 |
| Parking (60010) | | 0.00 | 0.00 | 0.00 |
| Ferry (60010) | | 0.00 | 0.00 | 0.00 |
| Car Rental (60010) | | 0.00 | 0.00 | 0.00 |
| Car Mileage (60010)(To/From) | km @ $0.63/km | 0.00 | 0.00 | 0.00 |
| Telephone (60040) | | 0.00 | 0.00 | 0.00 |
| Photocopying/Fax (60040) | | 0.00 | 0.00 | 0.00 |
| Courier/Postage (60040) | | 0.00 | 0.00 | 0.00 |
| Per Diem (62205) | None | 0.00 | 0.00 | 0.00 |
| Per Diem (62205) | None | 0.00 | 0.00 | 0.00 |
| Per Diem (62205) | None | 0.00 | 0.00 | 0.00 |
| Per Diem (62205) | None | 0.00 | 0.00 | 0.00 |
| Other: | | 0.00 | 0.00 | 0.00 |
| Other: | | 0.00 | 0.00 | 0.00 |
| **TOTAL** | | $0.00 | $0.00 | **$0.00** |

**Name of Payee** _____

**Signature of Payee** _____

**Approval** _____

## Appendix B - Corporate hotel rates

The following is a list of hotels, rates and discount codes which directors should consider first in booking accommodation while performing the duties of the transitional board.

Updated listings of pre-approved hotels and rates are published quarterly by Legal Professionals BC.

## Appendix C- Other Accounts

This section will include any corporate account numbers. For example: Park n' Fly, car rental agencies, etc.

# Transitional Board

## Transition Transparency

| | |
|---|---|
| **To:** | Board/Indigenous Council |
| **Purpose:** | Discussion/Decision |
| **From:** | Advisory Committee |
| **Date:** | February 19, 2025 |

# Issue

1. At its inaugural meeting, the board considered several questions regarding general engagement and communication with the organizations that appointed the directors, the professions affected by the expected amalgamation of the Law Society and the Notaries Society, others that might be interested in the transition, and the public.

# Background

2. There was a consensus that the minutes of board meetings should be made available to the appointing bodies and the public. There was a concern that some matters might have to be considered *in-camera* but also that considering matters *in-camera* will be met with suspicion such that the board should be careful about conducting business *in-camera*. It was suggested that the board have a stated policy about when matters will be considered *in-camera* and the board agreed. A draft policy is attached for consideration.

# Discussion

3. The environment in which the transition process is unfolding is both complex and complicated. Complex because there are many parts that need to work together to achieve a successful transition. Complicated because what is necessary to support that working relationship is not always obvious or certain.

4. One way to assist in ensuring that the transition is not unduly hindered by how complex and complicated the project may be is to ensure that the work of the board, the Indigenous council, the Advisory Committee, and those staff of the Law Society, the Notaries Society and others working on the project is as transparent as possible, consistent with maintaining confidentiality when required.

5. Transparency in board governance is not merely a best practice; it is a fundamental requirement for maintaining the trust of those who will be directly affected by the transition to the new regulator as well as the public. Ensuring transparency demonstrates a commitment to responsible oversight of the transition process and the decisions that will need to be made.

6. Transparency also creates a mechanism for accountability. When work of the board and the Indigenous council is readily accessible, those interested and effected by the transition have the means to assess whether the board and the Indigenous council are

advancing the transition process and working towards the intended amalgamation of the Law Society and the Notaries Society and the creation of Legal Professions BC.

# Proposal

7. The board and the Indigenous council are asked to consider making the agenda and minutes of board meetings available on the transition website and to consider making attendance at board meetings open to those who wish to attend.

8. Specifically, it is suggested that:

    a. The agenda for board meetings be made available on the transition website three days before the related board meeting. Confidential items and material would be removed from the public agenda package before posting.

    b. The minutes of board meetings would be made available on the transition website after approval by the board and the Indigenous council.

    c. Attendance at board meetings would be made available virtually to pre-authorized participants. Those wishing to attend virtually would need to identify themselves prior to the meeting and be provided with the link to the virtual meeting. Virtual participants would not be able to speak or be seen during the meeting (unless granted permission by the Chair) but would be able to hear and see the meeting virtually.

# In Camera Policy

## When the board should meet *in camera*

1. The board may meet *in camera*, with only those necessary for the discussion to be conducted, to discuss:

    a. matters relating to any staff or personnel employed in the transition;
    b. litigation involving the board, the Indigenous council or the advisory committee;
    c. seeking or receiving legal advice in any matter; or
    d. any matter if, in the opinion of the Chair, an open discussion would compromise the transition process or the duties of the board; or
    e. any matter where, in the opinion of the Chair, the need for privacy or confidentiality outweighs the public interest in disclosure.

## Board decisions *in camera*

2. The board will not make a decision during a meeting or part of a meeting held *in camera* unless it is necessary to do so to protect privacy, security, confidentiality or privilege.
3. If a decision is made during a meeting or part of a meeting held *in camera*, it will be recorded in the regular minutes, unless to do so would compromise privacy, security, confidentiality or privilege.
4. Directors should not discuss or disclose any information or discussion from a meeting or part of a meeting held *in camera* without the express permission of the board.

## Record of *in camera* proceedings

5. If the Chair decides that a meeting or a part of a meeting should be held *in camera*, a member of staff, or in the absence of staff, a director, will keep a record of any decisions and may keep minutes of the discussion, whether or not any decision is made.
6. Minutes of a meeting or part of a meeting held *in camera* are confidential and must not be disclosed or distributed outside those who attended the meeting, or the part of the meeting held *in camera*.

**Project Director**

Salary: $100,000 To $135,000 per annum

Term: 18 – 24 months with possibility of extension

Work Environment: Hybrid

Qualifications:

Proven success in managing similar projects providing for the amalgamation of two or more entities, preferably public bodies with a mandate to act in the public interest. Advanced university degree or certifications (e.g., PMP, PRINCE2) are a plus. Experience working in a multi-organizational environment surfacing and successfully addressing different interests as they arise. A proven ability to complete projects on time and on budget. Excellent interpersonal skill and an exceptional ability to communicate both with and for multiple participants, Exceptional ability to maintain effective relationships with multiple parties despite differences in interests and participation while also ensuring the project retains its focus.

Reporting to: the transitional board under the transitional provisions of the *Legal Professions Act*.

Working with: Transitional board, transitional Indigenous Council and the advisory committee under the *Legal Professions Act*.

Collaborating with: staff of the Law Society of British Columbia, staff of The Society of Notaries Public of BC, B.C. Paralegal Association, Law Foundation of B.C., and others as may be advised.

Overview:

The Project Director is responsible for managing and coordinating the transition from the operations of the Law Society of BC and the Society of Notaries Public of British Columbia to the operations of the new entity established by the Legal Professions Act: Legal Professions British Columbia. The Project Director will work closely with the transitional board, the transitional Indigenous council and the advisory committee, all established by the Legal Professions Act, along with the staff of the Law Society, the Notaries Society, the BC Paralegal Association and counsel assisting the transitional Indigenous council in ensuring that the regulatory regime in place at the time of the amalgamation of the Law Society and the Notaries Society ensures the effective and efficient regulation of lawyers, notaries public and regulated paralegals in a manner consistent with the duties of Legal Professions BC and the guidelines provided in the Legal Professions Act.

Duties and Responsibilities:

1. Overseeing and coordinating the work of those involved in developing the first rules, the code of professional conduct and the tribunal rules in accordance with the workplan approved by the transitional board.
2. Working with the staff of the Law Society, the Notaries Society and representatives of the BC Paralegal Association and others in identifying, coordinating and consolidating the operational functions of the Law Society and the Notaries Society so that there is an effective operational regime to provide for the licensing and regulating of lawyers, notaries public and regulated paralegals in place at the time of amalgamation.
3. Acting as the primary point of contact for the transitional board, the transitional Indigenous council and the advisory committee, and those engaged in the transition work
4. Supporting meetings of the transitional board, the transitional Indigenous council and the advisory committee, and advising on matters requiring decision or direction from the transitional board and the transitional Indigenous council.
5. Develops and implements project consultation, communication and engagement plans, collaborating with ministry experts and resources.
6. Develops and provides advice on strategy, use of resources, identifies performance measures and reports out on project progress and performance.
7. Monitoring project progress and adapt plans as needed to address challenges or changes.
8. Identifying, assessing, and mitigating project risks.
9. Facilitating regular communication to keep the transitional board, the transitional Indigenous council and the advisory committee informed of progress, risks, and decisions.
10. Resolving conflicts and managing competing priorities effectively.
11. Assisting with communications about the work of the transitional board, the transitional Indigenous council and the advisory committee and ensuring that the public, the professions and others are aware of the substance of the transition process and progress.
12. Preparing and presenting regular project updates, reports, and recommendations to the transitional board, the Indigenous council and the advisory committee.
13. Ensuring that records of meetings are made and maintained.
14. Maintaining accurate records and documentation for auditing and evaluation purposes.
15. Such other duties as the transitional board may assign.

Employment arrangement: this position will be an employee of and be paid by the Society of Notaries Public of British Columbia.

To apply for this position, applicants are encouraged to submit an up-to-date resume or statement of experience and a cover letter explaining why they are interested in the position and what they would bring to the work. Indigenous applicants are encouraged to self-identify. Applications will only be accepted electronically by email sent to Mr. Bruce LeRose, KC (blerose@lpatransition.ca) with a copy to Advisory Committee (LPA-AC@lpatransition.ca). In the subject line include your last name and "LPA Project Director"

Closing Date: February ___, 2025

**Indigenous Lawyer/Legal Advisor (Policy)**

**Rate:** $135,000 - $150,000 (based on experience)

**Term Position:** Full-time (40 hours per week)

**Length of Contract**: 18 – 24 months with possibility of extension

**Work Environment:** Hybrid as this person will be very involved in bringing an Indigenous perspective in the work of drafting policy documents and in the rules development process. Some of those meetings will be more effective in person as opposed to always remote/online. We look to leverage the opportunity to build relationship and deepen understanding while advancing the work that needs to be done.

**Qualifications:** A law degree

**Experience**: in providing advice and assistance with review of policy options and the development of legal research, briefing notes and policy papers is desirable. Demonstrated ability to build and foster collaborative relationships across teams and to communicate effectively, both in person and in writing.

**Reporting to**: Indigenous Council established by the *Legal Professions Act*.

**Working with:** Indigenous Council, Transitional Board and the Advisory Committee established by the *Legal Professions Act*,

**Collaborating with:** Staff of the Law Society of British Columbia, staff of The Society of Notaries Public of BC, the B.C. Paralegal Association, the Law Foundation of B.C., and others as may be advised.

**Overview:**

The *Legal Professions Act*, (Bill C-21) has been passed to create a new single legal regulator for lawyers, paralegals, notaries, and others in B.C. The transitional provisions of the *Act* establish an exciting new requirement for Indigenous inclusion and decision making. The transition from the historical legal regulatory framework to the new single legal regulator is now underway, and the Indigenous Council is seeking a staff lawyer to support the Indigenous Council's work on this transition. The staff lawyer will provide legal research, draft briefing notes, policy position papers, and legal memorandum.

Candidates are encouraged to review the *Legal Professions Act* for an understanding of the new regulator.

We welcome applications from people of all backgrounds, preference will be provided to Indigenous applicants in accordance with section 41 of the BC

Human Rights Code. Candidates of Indigenous background are encouraged to self-identify on their application.

This position will be an employee of and be paid by the Society of Notaries Public of British Columbia.

To apply for this position, applicants are encouraged to submit an up-to-date resume or statement of experience and a cover letter. Applications will only be accepted electronically by email sent to the Indigenous Council care of Christina Cook christina.cook@bcfnjc.com

Post Closing Date: February 28, 2025