



THE CANADIAN
BAR ASSOCIATION
Saskatchewan Branch

SECTION LEADERS' HANDBOOK

Revised May 2020



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MEMBERSHIP IN SECTIONS

All Canadian Bar Association (CBA) members can join every National and Branch Section without extra payment of fees except where a Branch requires additional funds for administration, meals or other items.

When a member joins a Section in Saskatchewan they automatically become a member of the corresponding National Section. If a member is interested in participating in a National Section that does not have a corresponding Branch counterpart, they can register for that Section at no additional charge. Online Section Registration is available at www.cbasask.org. *Non-CBA members cannot attend Sections unless provision has been made for Section Affiliates (see pg. 6)*

NATIONAL SECTIONS

Each National Section elects its own Executive Officers and other such roles as the Section deems necessary. The Section Chair for each branch is a member of the national section executive. As there is only one voting representative from each Branch, this role alternates between North and South Chairs in Saskatchewan if necessary. The non-representative Chair is still a member of the equivalent National Section but does not have voting powers. As the voting branch representative to the national section, you will be able to attend any in-person national section meeting. **Branch Sections are asked to endeavor to have representation at the annual National Section Meeting.**

In 2020-2021 the voting rights rest with the North Chair who also has right of first refusal for any national in-person section meeting.

National Section Chairs are expected to provide leadership and guidance to Branch Chairs. It is recommended that Branch Chairs contact the appropriate National Chair to exchange information and maintain a relationship and advise on Section activity. In addition, under the Bylaws of the Association, National Section Chairs are required to make reports to each meeting of the Association and require Branch information to make an accurate and complete report.

The National Section Chair is responsible for advancing the work of the Section across the country as a whole, and accordingly, a Branch Section Chair is expected to cooperate with the National Section Chair on matters concerning the National program of the Section.

BRANCH SECTIONS

Due to the geographic nature of Saskatchewan, certain Branch Sections have been authorized to operate as two separate Sections (i.e. North and South). There should be some coordination between corresponding Sections.

The Board of Directors, CBA Saskatchewan, appoints Section Chairs, generally on the advice of the outgoing Chair. Appointments are generally for a two-year term. The Section Chair should not do all the work. Each Section Chair shall appoint Executive Officers consisting of a Vice-Chair and a Legislation & Law Reform Committee Representative. The position of Secretary is optional.

DUTIES OF BRANCH SECTION EXECUTIVE

CHAIR

- Determine section meeting topics and arrange speakers for the scheduled meeting dates.
- Provide Topics and Speakers to the Branch Office by **July 24** for the Section Handbook provided to all members.
- Take attendance at in-person Section meetings.
- Email attendance sheets to the Branch Office directly following in-person meetings.
- Act as Moderator for Zoom webinars (or arrange an alternate moderator)
- Act as host for any conference calls (or arrange an alternate host).
- Attend the annual section orientation meeting.
- As a voting member of Council, attend the Council Meeting (February) and the Annual General Meeting (June) in Regina/Saskatoon..
- Attend National Section Meetings (see reimbursement policy) and where there is more than one Section per area of law, attendance will rotate between north and south Chairs.
- Delegate and assign duties to Executive members.
- Currently the Chair's in-person section meeting cost is covered. Other executive members are responsible for any section costs.
- Submit Annual Report by **May 15**.

VICE-CHAIR

- Assist the Chair to determine meeting topics and arrange speakers.
- Acts for the Chair when necessary.
- Advances to the position of Chair upon retirement of the Chair.
- Other assigned duties.

LEGISLATION & LAW REFORM REPRESENTATIVE

- Advises Section members about legislative changes in statutes, bills and regulations provided by the Branch Legislation & Law Reform Director and coordinates Section responses to calls for submissions.
- The Chair automatically assumes this role until a separate appointment is made.

SECRETARY (Optional)

- Consults with and assists the Chair and other Executive Officers with the work of the Section as required.

TERMS OF OFFICE

The Board of Directors supports active and dynamic Sections and the importance of regular turnover to ensure volunteer engagement and to avoid volunteer burnout. A Chair's term is for 2 years (with a maximum of two terms or 4 years). A member may return to a position on the executive once the maximum term is reached after a one term (2 year) absence from Section Executive if that is the desire of the Section and volunteer.

Chairs are expected to fill the role of Vice-Chair by **June 30** to ensure an orderly transition and to encourage volunteer engagement. The Board of Directors asks that Executive Section members govern themselves by the maximum terms imposed for the Chair.

SECTION ORIENTATION

Section Orientation will take place each year. All current or in-coming Chairs are expected to attend. The meeting is designed to help coordinate and promote Section activity by the Education Director outlining expectations and deadlines for the coming year. Each Section Chair is encouraged to follow this meeting with an organizational meeting and depending upon the Section, this might include the Section's Executive Officers or it can be extended to the entire Section membership.

By **July 24**, all Section Chairs are required to submit a list of topics and speakers to be covered during the section year according to the scheduled dates provided by the Branch office. This information, when listed in the *Section Handbook*, **increases** Section registration which is the goal.

NOTICE OF MEETINGS

The Branch Office emails meeting notices to Section members who have provided CASL approval to be contacted, at least **two** weeks prior to the meeting. All Section meeting information is updated regularly and posted on the following CBA Professional Development website: www.cbapd.org.

The Branch will notify you **3 days** in advance of low attendance and it may be decided at that time to cancel the section meeting. Generally, we expect a minimum of three (3) attendees, excluding speaker and chair, for a meeting to occur.

MEETINGS – In Person & Zoom Webinar

Section Chairs are required to plan multiple meetings between mid-September and June. In the past this was suggested to be six meetings in a section year, however, with the addition of webinars and an extended section year running into June or even possibly next summer, we suggest scheduling 3.0 – 4.0 hrs of CPD credit within the year. You will be provided with a list of scheduled dates. Please adhere to this schedule as it enables section members to set meeting dates aside in their calendars and increases attendance. We now offer section meetings in two formats, in-person and Zoom webinars.

For the 2020-2021 section year, webinars **will be the only scheduled method of section meetings** for the period September to December 2020. During the late fall, it will be determined whether in-person section meetings are possible for the spring of 2021.

Please Note:

- **It is expected that the Section Chair** will act as “host” of a Zoom webinar and will moderate the section meeting by introducing the speaker, monitoring the chat and ensuring security protocols are adhered to by attendees.
- Please refer to the CBASK Zoom Information document for further details.
- If you are unable to act as moderator, you **MUST** find someone to fulfil that role.
- **Section Chairs MUST also register for their section Zoom Webinars** since the Zoom login information is provided via email confirmation upon registration and is unique to each webinar. The branch will not email this information separately so you need to register.
- Section Chairs are to email Zoom login information to Webinar speakers and moderators as they will need the link to join the webinar.

- consider alternate meeting times to the regular 12:00 noon “lunch” meeting. You could schedule a Breakfast Meeting starting between 7:30 and 8:30am or an Evening Meetings that could start between 4 and 6pm. To accommodate sections who meet on similar days, we ask you to consider other options to accommodate all meetings.
- Coordinate with your north/south section Chair. Webinars make it very easy to have joint meetings (maximum 100 registrants) and may assist in acquiring speakers who will appreciate presenting to a potentially larger audience.

Continuing Professional Development Credits

Most in-person section meetings are approved for a 0.5 hour credit towards the Law Society of Saskatchewan’s mandatory Continuing Professional Development Policy (CPD). Each Section is encouraged to have at least one meeting that would qualify for an ethics/professional responsibility credit as defined by the Law Society. The Law Society will determine which meetings qualify for the 0.5 hour CPD credit; and specifically, whether they fall under the ethics/professional responsibility/conflict of interest, etc. category. The Branch office will assist where possible in the wording of topic descriptions to highlight an ethics component. Since zoom webinars do not have a “meal” aspect, it is expected that they will qualify for 1.0 hr of CPD credit with the Law Society of Saskatchewan.

If meetings go beyond 0.5 or 1.0 hour of planned discussion, they may be eligible for extra CPD credit. Please contact the Branch Office immediately if you feel a meeting qualifies for additional CPD credit.

Cancellation of Meetings

If a Section is unable to meet or hold a webinar on its regularly scheduled date, arrangements must be made with the Branch Office one month in advance of the scheduled date. Due to licensing restrictions with Zoom, there will be less ability to adjust timing of meetings. Cancellation of a meeting should be received by the Branch Office at least two (2) weeks prior to the scheduled meeting. **The goal is to have very little change in scheduled meetings.** Obviously, issues arise and must be accommodated but Section Executive are expected to schedule meetings on the dates provided.

If there is a last-minute Speaker cancellation within 3 days of a scheduled in-person meeting, the meeting is still expected to occur due to cancellation policies with venues. A Zoom webinar would not incur venue costs but it must be remembered that members have booked this time and it is incumbent upon you to do everything you can to ensure a meeting occurs. Therefore, it is important to have a back-up meeting idea/topic prepared or use the time as a planning meeting or roundtable discussion on current issues facing the profession.

The Branch Office makes all meeting arrangements (i.e. scheduling, facility arrangements, confirmations, and fee collections). Any concerns regarding meeting arrangements should be raised with the Branch Office via email using info@cbasask.org.

MEETING ATTENDANCE, MATERIALS & RECORDING

All Sections are required to keep attendance for in-person Section meetings. Attendance sheets will be emailed one day prior to the section meeting. Please contact the Branch if you do not receive a sheet. *Attendance sheets should be emailed to the Branch Office as soon as possible after each meeting to info@cbasask.org* as these records are matched to venue invoices for in-person meetings. Attendance sheets are not mandatory for Zoom webinars but you will still be provided with an attendance sheet outlining registered attendees.

It is expected that any meeting materials used during the presentation will be forwarded to the Branch immediately after the webinar for upload to our website for access by CBA members.

All Sections are asked to request permission from the Presenter to record a section meeting webinar. This recording will be uploaded to our website and be available to members who are unable to attend. If your presenter is willing to provide permission, please ensure you contact the office so that appropriate changes can be made to settings. Please do not assume a Presenter will not want to be recorded, be sure to ask!

SECTION FINANCES

CBA Members register for a Section(s) of choice at no cost which ensures notification of section meetings. Attendance at the in-person meeting or webinar must be confirmed and the section meeting fee (if applicable) must be covered. *Non-CBA members cannot join Sections or attend meetings.* Section Chairs and Officers are expected to attend Section meetings on a regular basis. Section Chairs are automatically registered for each In-person section meeting at no cost. For Zoom Webinars the Section Chair must complete their own registration. Please inform the Branch if you **will not** be chairing a meeting.

The Branch Office maintains Section accounting records and handles all financial transactions.

Financial Sponsorship

It is very important to note that it is the policy of the Canadian Bar Association that funds, contributions, or financial benefits of any kind should not be sought, nor accepted, from sources outside the Association for

carrying out any function or undertaking of the Association, without the **prior approval** of the Branch Board of Directors. Please provide, by email, your request at least one month prior to the event. Please note this also includes non-PD events.

MEMBER PAYMENT

Members are given the option to upgrade their membership at any time during the year to Portfolio (\$200) or Portfolio Plus (\$400), which grants an education credit (\$250 & \$500 respectively) that allows members the convenience of one upfront cost and discount for members who wish to avoid multiple transactions throughout the section year. Credits can be purchased through the National Office (www.cba.org) and **DO NOT** expire. However, given the recent cancellation of all in-person section meetings it is suggested you purchase and use your Portfolio Credits for our Mid-Winter meeting or for online PD offered by other CBA branches that have a cost associated with the event.

Pre-Payment Option:

Please Note this Option is temporarily disabled for the 2020-2021 Section Year:

Another payment option involves a non-refundable pre-payment of \$150 plus GST. This fee anticipates covering five section meetings at \$30 (+GST) per meeting. While most sections have six meetings scheduled, we will not issue refunds for cancellations or missed attendance. This option is beneficial only to those who can attend most if not all meetings of a section.

SECTION AFFILIATES

Affiliates are a person, organization, or interest group, interested in an area of law **and not eligible for membership in CBA**. Section Affiliate status must be approved by the Board of Directors. Affiliate membership status allows individuals who are not lawyers to regularly attend Section meetings. There will be a Section Levy attached to Affiliate membership and like Section members, Affiliates will also be responsible for the section meeting fee. Currently the Branch Sections with affiliates are:

- Alternative Dispute Resolution;
- Insolvency Law;
- Family Law;
- Privacy & Access Law and
- Taxation Law.

The goal of Affiliate status is to allow individuals not eligible for CBA membership to participate in Section meetings allowing an exchange of information between lawyers and non-legal professionals.

GUESTS

Guests are defined for these purposes as a non-lawyer individual who is **not** eligible for membership in the CBA and who has an interest in a specific section topic. The Section must receive Branch Office approval to include guests and guests, like Section members, are responsible for the in-person section meeting fee. This is not intended to allow a guest continual attendance at a Section - in that case the Section would need to apply for Affiliate membership status. Guest status is intended to accommodate a non-lawyer with a specific interest in a topic who could enhance the discussion.

Guests who accompany a Speaker are responsible for the in-person section meeting fee, only the speaker's fee is covered by the CBA. A Speaker's office staff is considered a guest and therefore, responsible for lunch or, alternatively, they can accompany the speaker and choose not to eat in which case there would, of course, be no charge. Exceptions can be made for Ministerial or Judicial speakers who wish to bring an assistant, provided the CBA is given advanced notice of the guest.

FIRST SECTION MEETING

There is allowance for the **first** Section meeting of the section year to invite and include lawyers who are not CBA members. We ask Chairs to choose a topic and speaker that would have broad appeal to that area of practice for their first meeting. The goal of this policy is to encourage non-CBA member lawyers to join the CBA after seeing the benefit of Sections. However, these non-lawyers are responsible for any in-person section meeting fees and cannot continue to attend Section meetings if they do not become a CBA member.

INVITE AN ARTICLING STUDENT INITIATIVE

This year we are promoting a new program and asking lawyers who attend a section meeting to invite an Articling Student who is a CBA member to accompany them. The Articling Student can attend for free either Zoom webinars or in-person meetings. Please let the branch know the name of the Articling Student you are inviting so that they can properly be registered to attend. Don't know any Articling Students – consider letting the branch provide you the name of someone.

BRANCH RESOLUTIONS

If a Section should wish to put forward a resolution for consideration, resolutions can be made at the Branch Council Meeting and Branch Annual Meeting on an informal basis from the floor or contact the branch at info@cbasask.org.

LEGISLATION AND LAW REFORM

The Legislation & Law Reform (LLR) Director coordinates the Branch' s submissions to Parliament and the Provincial Legislature. The primary objective is to involve members at the Section in preparing such submissions and to ensure a high standard of legal drafting and coordination of CBA policy.

The Branch LLR Director receives copies of all Bills and Votes and Proceedings presented in the House and contacts the relevant Sections for comment. Each Section is encouraged to appoint an LLR Rep to enable the Branch to quickly respond to legislation, as well as proposed CBA interventions. The Chair automatically fills the position of LLR until an appointment is made.

It is expected that your section will provide feedback on legislation when asked. You will be provided a list of section members and emails to contact your section members directly, however, note this list is provided for use only in limited circumstances and must only be done after consultation with the branch.

It is noted that a Section can also initiate action and recommend changes in the areas of law reform, as opposed to waiting to be contacted by the Government. Please coordinate all activities with the Branch Legislation & Law Reform Director.

POLICY FOR REIMBURSEMENT FOR ATTENDANCE AT NATIONAL MEETINGS

CBA Saskatchewan has set aside limited funds to financially assist Section Chairs or their designate to attend National in-person Section meetings. The full policy is outlined on our website <http://www.cbasask.org/Who-We-Are/Governance/Policies>.

Please note that due to restrictions as a result of COVID-19 there will be less if any opportunity for attendance at a 2020-2021 national in-person section meeting. As a rule, National Office picks up the cost of airfare and one meal for the Branch Section Representative to attend a National Section executive meeting, and occasionally, covers the cost of hotel accommodation. Branch monies are intended to aid with the cost of accommodation,

cabs and extra meals. **No funding is available to cover registration fees for PD conferences/sessions** held in conjunction with the section meeting.

Determination of funding will be at the sole discretion of the Board of Directors based on the following:

- 1) Reimbursement of the following expenses will be considered:
 - accommodation at section meeting if not covered by National;
 - meals not included in meeting up to a maximum of (receipts required);
 - Breakfast \$20
 - Lunch \$20
 - Supper/Dinner \$40
 - parking, or ground transportation to and from the airports; taxi fares as necessary (receipts required);
- 2) Vehicle travel is reimbursed at the current PSC rate, (to a maximum of the least expensive reasonably available advance booking air fare economy class).
- 3) Requests for reimbursement **must be submitted to the branch info@cbasask.org** and contain a breakdown of all expenses (accompanied by receipts) and be signed and dated within 30 days of the meeting date. Details of any expenses for which receipts are not available must be provided.
- 4) The Board of Directors may make exceptions to these policies when it is considered in the best interests of the Branch to do so.

ASSOCIATION POLICIES

DIVERSITY DEFINITION

The following policy was passed by National Council, at the National Annual Meeting held on February 11, 2019:

“Diversity” means the inclusion of members from a variety of backgrounds, with particular attention to representation in the Association of members from equality-seeking groups, including but not limited to women, LGBTI2S (lesbian, gay, bisexual, transgender, intersex and two-spirit) communities, Indigenous peoples, racialized and ethno-cultural groups, and persons with disabilities. Diversity is to be interpreted consistent with the evolving nature of equality

FEDERAL SUBMISSION POLICY

The following Federal Submission Policy was passed by National Council at the 1996 Mid-Winter Meeting.

Resolution 96-07-M Schedule 1.

Purpose

- To clarify the authority of the CBA and its constituent bodies, be they National or Branch bodies, to make submissions on federal matters.
- To ensure that CBA submissions on federal matters reflect a balanced perspective, taking into account the views of relevant CBA groups across the country.
- To ensure that the credibility of the CBA is not undermined through statements by constituent bodies inconsistent with CBA policy or with each other.

Scope

This policy applies to expressions of policy, analysis, recommendation, endorsement or position communicated by the CBA or any of its constituent bodies to other organizations or individuals. In this definition, submission includes a representation that any such expression represents the position of the CBA or any of its constituent bodies, and any endorsement of a position taken by another organization or individual.

Learn more about the Federal Submission Policy on our website:

<https://www.cba.org/Who-We-Are/Governance/Policies/Federal-Submission-Policy>

Section Deadline Dates

June	<ul style="list-style-type: none"> o Attend a Section Orientation meeting (June 2 or 3, 2020) o Attend the Branch Annual Meeting (June 11, 2020 at 3:00pm via Zoom. Registration link on www.cbask.org .) o Submit names for Vice Chair, LLR Representative and any other Section Executive by June 30
July	<ul style="list-style-type: none"> o Submit Section program topics and speakers by July 24 for the scheduled dates as provided by the branch.
August to June	<ul style="list-style-type: none"> o One (1) month before your meeting: <ul style="list-style-type: none"> ✓ Confirm speaker ✓ Request bio for introduction purposes ✓ Confirm Date, Time and Zoom link or location with Speaker o For in-person section meetings please note we ask you or your speaker to provide a laptop (if required) to avoid a \$300+ AV charge. Please avoid the necessity of hotel AV equipment. o Immediately following each meeting, provide the branch office with any materials used by the Speaker such as PowerPoint. o Scan and email the Attendance Sheet to the Branch Office for all in-person section meetings.
February	<ul style="list-style-type: none"> o Attend the Annual Branch Council Meeting and the Branch Mid-Winter Meeting. (Jan 28 & 29, 2021)
April	<ul style="list-style-type: none"> o Advise Branch Office of succession plan by April 15. <i>Note Section Executive positions are intended to be a two-year term.</i>
May	<ul style="list-style-type: none"> o Submit your "Section Annual Report" for upload to the CBASK website no later than May 15

SECTION MEETING SCHEDULE

Please consider alternate times for Webinars in addition to the usual 12:00 noon in-person lunch meeting. Suggestions are a Breakfast Meeting beginning at 8:00am or an Evening Meeting beginning at 5:00pm. Sections are expected to meet on the dates outlined except in exceptional circumstances and with prior notice to the Branch Office. It is important that section meetings do not overlap, as many people join more than one section.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONTH
	Taxation (South)	Insolvency (North) Women Lawyers (North) Women Lawyers (South)	Environmental & Resources Law (South) Environmental & Resources Law (North)	Alternative Dispute Resolution (North)	1ST WEEK
Privacy & Access Law (North) Privacy & Access Law (South)	Criminal Justice (South) Construction (North & South)	Civil Litigation (North) Civil Litigation (South)	Young Lawyers (North) Young Lawyers (South)		2ND WEEK
Real Property (North) Real Property & Wills Estates (South)	Administrative & Labour Law (North) Administrative & Labour Law (South)	Corporate Counsel (North) Wills, Estates & Elder Law (North)	Aboriginal Law (North) Aboriginal Law (South) Corporate Counsel (South)		3RD WEEK
Articling Students (North) Articling Students (South) Immigration (North & South)	Public Sector & Municipal Law (South)	Business Law (North) Business Law (South)	Family Law (North) Family Law (South)		4TH WEEK

Disclaimer: Some dates may be altered due to Holidays and other CBA Events.