

MEMORANDUM

To: NALP Board of Directors

From: Terri Karpish, Career Officer, College of Law, University of Saskatchewan, Saskatoon
Chair, Canadian Section

Date: April 11, 2011

Re: Canadian Section Final Quarterly Report

The following is an update from the Canadian Section.

In most jurisdictions summer recruitment is now complete and preparation is beginning for the articling recruitment season. The articling recruitment season is different in each jurisdiction and runs from April – August (for coordinated recruitment).

We are looking forward to a new year under the direction of Michelle Gage as the new Chair of the Canadian Section.

As well, we are looking forward to having Lisa Blair as the new Canadian Section Regional Coordinator and to having a representative from our section assist with the planning of the Annual Education conference in 2012.

Many Canadian section representatives will be attending the NALP annual education conference. We are looking forward to the conference and events including the Canadian Regional Business meeting and reception (Wednesday April 27 at 5:00 p.m.) and the Canadian Section meeting (Thursday, April 28 at 8:00am). Plans are currently underway for the networking event which is tentatively scheduled for Wednesday, April 27, 2011.

Robyn Martilla, the NALP representative to the Canadian Legal Career Development Network (CLCDN) of which all school NALP members are also a part, has submitted a report to the Board of Directors under separate cover.

Canadian Section Working Group Reports:

1. Collaboration and Information Exchange

Vice Chair: Lisa Blair

Committee Members: Marketta Jokinen, Valerie Dufour, Brad Proctor, Margaret Seko, and Bibi Bysterveld

Charges:

1.1 Utilize the Canadian Listserv to share pertinent information within the Canadian Section

1.2 Through Bulletin articles and RFP for Conference presentations, share innovative Canadian Employer and School initiatives

1.3 Share information with NALP on key Canadian recruitment dates and holidays

1.1 Utilize the Canadian Listserv to share pertinent information within the Canadian Section

The first charge was the main focus of the working group over the year. To that end:

- We reached out to members of the community who are not currently on the listserv.
- An e-mail was drafted explaining how to join the listserv and was sent to all individuals who are identified by our working group as potential listserv participants.
- Different members of the working group reached out across the country.
- Once we were satisfied that the listserv was more up to date, we moved on to seeking suggestions on how we could best use the listserv as a section:

Suggestions

- List of recruitment dates
 - Desire to send information not just news
 - Office changes in staff and personnel
 - Share information from roundtable meetings in various geographical regions
 - Professional development information
- It was decided that we would make an invitation to the larger group at the winter meeting to speak to them about becoming more comfortable in using this as a community building tool across the country. Emphasize value in sharing information and experience. This was done at the Canadian Section Winter Meeting held in Toronto on November 30th, 2010. The invitation appeared to have been well received.
 - It was decided that the final step on this project would be to prepare a brief e-mail encouraging people to use the listserv, directing them to NALP's discussion list rules, and highlighting best practices and sharing ideas and "Invitation and Etiquette" guide. This was sent to the Canadian Listserv on March 3, 2011. Content is included at the end of this report.*

1.2 Through Bulletin articles and RFP for Conference presentations, share innovative Canadian Employer and School initiatives

RFP:

One RFP was accepted by the 2011 NALP Conference Committee that includes members of the Canadian Section: From Classroom to Boardroom: How Career Services and Law Firm Professionals Can Help Students Prepare for Practice. Presenters: *Pamela Cyr*, Director Career Services, Faculty of Law, University of British Columbia, Vancouver, BC, *Marketta Jokinen*, Director of Recruitment, Borden Ladner Gervais LLP, Vancouver, BC, *Ari Blicher*, Director, Student and Associate Programs, Aird & Berlis LLP Toronto, *Mathew DeGrushe*, Assistant Dean, Career Services, Gould School of Law, University of Southern California, Los Angeles, California

NALP Bulletin:

Bulletin articles (all of which will share Canadian Best Practices) have been organized and submitted and approved as follows:

1. *Leveraging students in your CSO*. Stacy Keehn, Manager of Career and Professional Development, University of Ottawa (September Issue – due Thursday August 5th)
2. *Designing an effective in-house orientation program: the top 10 things your students and lawyers must know to succeed*. Kyla Sandwith, Director of Professional Recruitment, Borden Ladner Gervais LLP, Calgary (November Issue – Due Tuesday October 5th)
3. *Maternity, Paternity and Parental Leave and Benefits in Canada*. Lisa Ricketts, Manager Professional development and Student Programs Bennett Jones LLP, Calgary (February Issue – Due Wednesday January 5th)
4. *Business Development for Students*. Anne Mundy-Markell Director of Student & Associate Affairs, Gowling Lafleur Henderson LLP, Ottawa (April Issue – Due Thursday March 5th)

1.3 Share information with NALP on key Canadian recruitment dates and holidays

This is the final focus of the group as the working group year comes to an end. A draft document (from a previous working group resource) has been circulated to the group asking for updates to their regions in advance of the final working group conference call held on April 6th. The ultimate goal is to find a home for these resources on the NALP website and to circulate them across the Canadian section.

Next Steps

- Select a new Vice-Chair for 2011/2012
- Confirm committee members
- During the most recent conference call, the working group also discussed how members view the future of the Working Group and this discussion will continue at the Canadian Section meeting in April.

2. Summer and Articling Recruitment Working Group

Vice-Chairs: Mya Bulwa and Ari Blicher

Committee Members: Stacy Keehn, Leeann Beggs, Maryanne Forrayi, Emily Orchard, Sally Woods, Margaret Seko, Valerie Dufour, Christina Beaudoin, Nancy Stitt, Frances Mahil, and Bibi Bysterveld

Charges:

- 2.1 Finalize the “Best Practices for Toronto Summer and Articling Recruitment”**
- 2.2 Electronic Applications – share emerging information that takes hold in the Canadian market**

2.1 Finalize the “Best Practices for Toronto Summer and Articling Recruitment”

The Working Group was tasked with finalizing and launching a set of “Best Practices for Toronto Summer and Articling Recruitment.” The purpose of these *Best Practices* is to provide further clarity with respect to certain aspects of the recruitment process that are not directly addressed by Recruitment Procedures and/or other Guidelines promulgated by the Law Society of Upper Canada. The Best Practices are designed to be read in conjunction with the Law Society of Upper Canada’s Recruitment Procedures and Guidelines. After discussions amongst the Working Group and several drafts, as well as some input from Daphne Simon (Associate Registrar of the Law Society of Upper Canada), the Working Group finalized and launched the Best Practices document for the 2010/11 academic year. At the end of August 2010, the Working Group (a) circulated the Best Practices document to the Career Services Offices of the Canadian law schools, requesting that the document be forwarded to students at those schools, (b) circulated the Best Practices document to the entire NALP Canadian section, and (c) arranged for it to be posted on the NALP website (see http://www.nalp.org/uploads/CanadianBestPract_073010.pdf">http://www.nalp.org/uploads/CanadianBestPract_073010.pdf).

2.2 Electronic Applications – share emerging information that takes hold in the Canadian market

Over the past year, representatives of the Working Group have been working with viDesktop and liaising with Toronto employers and the law school Career Development Offices to administrate and develop improvements for the electronic collection of applications for the various Toronto recruitment programs. The viDesktop portal was first used for the 2011 Toronto OCI program and then again for the first-year summer recruitment process. Please see the Working Group’s October 2010 and January 2011 reports for further details.

As previously reported, the first-year summer recruitment process in Toronto was successfully completed with 11 of the 13 participating employers using the viDesktop application portal. After the recruitment process was completed, representatives of the Working Group canvassed the participating employers for feedback on the portal. Respondents generally indicated that they saw significant improvements in the portal, particularly in its downloading and printing functions. Anecdotal feedback from law students using the portal remains positive.

Toronto employers who have previously used the viDesktop portal in the second-year summer or first-year summer recruit will be able to collect applications through the portal for the upcoming LSUC regulated Toronto 2012-2013 articling recruit. Timelines and other details are currently being finalized.

Finally, on behalf of participating employers and the law school CDOs, representatives of the Working Group submitted a formal proposal to the LSUC requesting changes to the Toronto first-year summer application deadline for the 2012 summer recruit. A second proposal was sent to the

LSUC requesting minor changes to the recruitment timetable for second year students for 2012 summer positions in the City of Toronto. Both proposals were accepted by the LSUC. The new procedures can be found at:

<http://rc.lsuc.on.ca/pdf/licensingprocesslawyer/articling/ar31polRecruitSumStudent.pdf>

Next Steps

- Select new Vice-Chair(s) for 2011/2012
- Confirm committee members
- Consider the charges for the 2011/2012 Working Group, and in particular – whether administration of the viDesktop portal should rest with representatives of the Working Group or others

3. Canadian Directory of Legal Employers Working Group

Vice Chairs: Pamela Cyr and Kyla Sandwith

Committee Members: Kara Sutherland, Robyn Martilla, Leeann Beggs, Stacy Keehn, Lisa Ricketts, Chantal Riendeau

Charge:

Working closely with NALP staff, engage in marketing to expand the number of Canadian Directory of Legal Employers registrants, particularly employers in rural Western Canadian

The focus of our group is to increase both employer participation and student participation. With this objective in mind we initiated a survey of the CDLE which was distributed to all Canadian law students in November 2010. Chantal Riendeau, Recruitment Advisor at the University of Ottawa organized the survey and compilation of results. The results were then used to create an advertisement for employers, outlining the advantages to using the directory. Chantal Riendeau took the lead in preparing the document with input from the group. A copy of the final document is found at the end of this report.** It was distributed to the Canadian CDOs/CSOs to be further distributed to employers in their area, particularly those in mid to smaller markets and in the public interest sector. The law schools are also encouraged to bring the informational posting to any appropriate events for distribution and follow up (e.g. career fairs, speaker panels etc.).

Members of our group are also actively promoting the CDLE to smaller and mid-sized employers, public interest groups, and certain underrepresented markets (e.g. London, Ontario; Calgary & Edmonton, Alberta and Atlantic Canada) to encourage use of the CDLE.

Next Steps

- School representative, Vice-Chair Pam Cyr has confirmed that she is interested to continue working with this Working Group
- Select one new Vice-Chair (firm representative)

- Confirm committee members
- Continue to develop strategies and the marketing plan to expand the number of CDLE registrants

4. Diversity Working Group:

Vice-Chair – Leeann Beggs

Committee Members: Shannon Leo, Stephanie Mitchell, Anne Mundy-Markell, Gail Wong, Emily Orchard

Charge:

Finalize the Best Practices Guide for Canadian Legal Employers on Developing Data Collection

The Diversity Working Group initially struggled to meet the objectives of its charge as both of the vice-chairs stepped down. A new vice-chair has stepped forward and the group met and members reported back with some information and identified some steps to work towards achieving its charge:

- Representatives reported back with input from employment law contacts on the issue of whether there were any questions that could NOT be asked of employees under *the Human Rights Code*.
- Representatives acquired a draft guide from the LSUC that was prepared specifically for law firms gathering gender statistics as part of the Justicia project. This may be used as a precedent if/when we reach the step of starting to draft our guide on collecting statistical information on a wider range of diversity-related categories.
- Following up on our first conference call, representatives are doing research to see if other provincial Law Societies have or are implementing self-identification measures for their members, similar to the LSUC categories. It appears that there may be some movement on the part of other provinces to consider this, however, nothing appears to have crystallized yet.
- The Canadian Bar Association (CBA) indicates that it, with input from the Standing Committee on Equity, will be introducing self-identification categories to track the diversity of its members. The Diversity working group members suggest that if we were to encourage our NALP-Canada members to collect diversity data, it would be preferable to recommend collection based on categories that would be consistent on a national basis. Therefore, the working group members will be very interested in the categories that the CBA introduces (once those are made public) and would likely move to support those as a standard to be used by our members as well. In addition, it is possible that the CBA may be developing a guide for the collection of diversity statistics and again, this is something the working group would like the opportunity to review to determine if it is something we can recommend to our NALP members. Our next step is to liaison with the CBA's Standing Committee on Equity to see how far along their process is, whether they might be willing to share some insights into how the categories were chosen, and

whether there is a guide being drafted for collection of that data. Once this is achieved the working group will set a further conference call.

- Conference call conducted with Kerri Froc, lawyer with the CBA, specializing in equity and diversity issues. Kerri confirmed to our group that the CBA is developing a guide for the collection of data by employers. Draft to be made available for consultation by members and other stakeholders this summer. Our group has offered to provide input to the draft guide by providing any NALP documentation available for CBA reference and providing our commentary when the draft document is made public.

Next steps:

- Vice-Chair and committee members have confirmed that they are interested in continuing to work with this Working Group
- Confirm if there are any new committee members
- Continue to liaise with the CBA so that we can receive a first draft of the guide, when it is available for consultation.
- Provide our input on the CBA document and consider ways to have continued involvement with the promotion of the guide to our NALP-Canada members, assuming that we are in support of that document.

5. End of the Year Canadian Section Meeting (formerly known as the Toronto Winter Meeting)

Vice-Chair: André Bacchus

Committee Members: Stephanie Mitchell, Robyn Martilla, Kara Sutherland, Halla Elias and Brad Proctor

Charge:

Develop content, arrange for speakers and coordinate logistics with NALP staff for the End of the Year Canadian Section Meeting.

As previously reported the Working Group held a successful meeting on November 30th, 2010.

Next steps

- Select a new Vice-Chair and confirm the planning committee members
- Work is presently underway to identify a host and venue
- Collect and compile statistics and trends to present at the next annual meeting

***Contents of email sent on Canadian Discussion List encouraging use of Listserv:**

WHY SHOULD YOU USE THE NALP CANADIAN SECTION LISTSERV?

Now that you have signed up to be a member of the Canadian Section discussion group, let's use it to enhance communication between us for the benefit of us all. You can send your messages by emailing directly to nalp-canadian@lists.nalp.org.

We should use the Canadian Section discussion group to share information, questions or ideas on topics related to recruitment, hiring and professional development of law students and lawyers in the Canadian context. Feel free to circulate information that other members might want to know about your particular recruitment market or share links to interesting articles you might come across. Our goal is to increase communication across the Canadian Section!

WHAT ARE THE MOST IMPORTANT RULES I SHOULD KNOW WHEN USING THE CANADIAN SECTION LISTSERV?

NALP has a number of rules, etiquette policies, and instructions for participation in NALP's email discussion lists.

The full set of rules can be found on the NALP website: <http://www.nalp.org/emaildiscussionlists>

Here are the top 5 rules we thought everyone should be aware of.

1. We must ensure that our communications are respectful and not in violation of any laws or regulations (defamation, copyright, antitrust, etc.). We should not be using the Canadian Section listserv to sell or market ourselves or others (we can use Craigslist for that).
2. Attachments are not permitted because they can contain computer viruses. You can attach links to websites.
3. You should identify yourself in your messages.
4. Consider whether to reply privately, or to the list. The email lists are set up so that replies to messages will automatically go only to the original sender of the message. If you want to reply to everyone on the list, you should use "Reply to All".
5. If you will be away from the office and use an auto-reply or out of office message, you should set the status of your subscription to the Canadian Section listserv to "nomail". These messages can cause severe problems for discussion lists and if your auto-reply message creates a problem you will be temporarily removed from the list. To change your status to "nomail", click on "Your Settings" and change the "Status" field to "nomail: receive no mail from this mailing list" and then click "Save" at the bottom of the screen. When you return remember to change your settings to receive mail. You also use

the "Status" field to change from receiving the digest version of the list to receiving each individual message. NALP recommends that you choose to receive messages as they are contributed, as the digest version is often difficult to read because of problems with HTML coding.

****Contents of Document created to promote CDLE**

The NALP Canadian Directory of Legal Employers (CDLE)

The CDLE is...

- An online searchable database of legal employers designed for law students, law schools and, of course, legal employers in Canada
- A comprehensive tool which allows employers to promote their organisation and employment opportunities to qualified students across Canada!
- Intended to be the primary resource for the publication of information on summer and articling recruitment in each jurisdiction
- FREE! For firms of 10 lawyers or less as well as Public Interest and Government organizations. The CDLE is reasonably priced for larger employers.

The CDLE allows you to...customize, change and update your organisation's profile and advertise unlimited employment opportunities for one low annual fee!

Did you know...?

- **80%** of students surveyed found the CDLE to be either **useful** or **very useful** for gathering information on **employers, hiring history, compensation, benefits and billable hours**
- Several students expressed that they would like to see a greater number of employers in the CDLE, in particular, public interest organisations, small firms or firms from rural communities
- **88.3%** of students said that they would recommend the CDLE to their friends

NALP – The Association for Legal Career Professionals is the not for profit organisation which administers the CDLE. The CDLE is modeled on the very successful NALP Directory of Legal Employers that has been in use in the U.S. market for many years.

Register today at www.nalpcanada.com/empl.

Working Group reports are submitted by the Vice-Chairs of the Working Groups and are used by the Chair to assist in compiling this report.