

## MEMORANDUM

To: NALP Board of Directors

From: Kara Sutherland  
Director of Professional Resources, Fraser Milner Casgrain LLP

Date: June 30, 2009

**Re: First Quarterly Report on Canadian Section**

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Following the NALP conference, I sent a report to the membership both through the Canadian Listserv and to all of those in attendance at the conference, which outlined the work of the Canadian Section for the upcoming year. Please see a copy of this email attached as Appendix 1.

Pamela Cyr and Kerry Parker Smith, both from the University of British Columbia Career Development Office, will be the NALP representatives to the Canadian Legal Career Development Network (CLCDN) of which all school NALP members are also a part.

Our Working Groups have all been meeting and making progress on their projects, as detailed further below. In addition, the Canadian Section has submitted the following proposals for the 2010 NALP Conference and Bulletin:

### **Canadian Section Proposals for 2010 NALP Conference**

**1) Managing Student Expectations In Turbulent Times: A North American Perspective -- Presenters:** André Bacchus, Heenan Blaikie LLP, Adam Becker, Skadden, Arps, Slate, Meagher & Flom LLP, Kerry Parker Smith, University of British Columbia.

**2) Effective Lateral Integration From New Hires to Mergers -- Presenters:** André Bacchus, Heenan Blaikie LLP, Adam Becker, Skadden, Arps, Slate, Meagher & Flom LLP.

**3) It's All About Image... for the Career Offices -- Presenters:** Catherine Bleau, McGill University, Leann Beggs, Queen's University.

## **NALP Bulletin**

The Canadian Section submitted four proposals for publication in the NALP Bulletin and all were accepted. This year's Canadian contributions to the NALP Bulletin have been/will be:

- 1) Career Office Branding** (Catherine Bleau and Lianne Barski) -- October 2009 issue
- 2) How U.S. Attorneys can become Qualified in Canada** (Anne Mundy-Markell) -- December 2009 issue
- 3) Articling and Licensing in Canada** (Nadia Myerthall and Bibi Bysterveld) -- January 2010 issue
- 4) Employer Outreach for Internationally Trained Lawyers** (Ivana Kadic) -- February 2010 issue

## **CANADIAN SECTION WORKING GROUP REPORTS**

### **1. Summer and Articling Working Group Report**

Chair: Stacy Keehn -- Members: Alison Cowan, Ari Blicher, Christina Beaudoin, Bibiane Bysterveld, Catherine Valestuk, Frances Mahil, Janine Denney-Lightfoot, Joanne Clarefield Schaefer, Joanne Silkauskas, Kara Sutherland, Leeann Beggs, Maryanne Forrayi, Nadia Myerthall, Nancy Stitt, Patti MacDonald, Regina Goldis, Shannon Leo, Stephanie Donaher.

The Summer and Articling Working group met on June 11, 2009 to discuss its two ongoing projects: (1) Best Practices Guide for Toronto Summer & Articling Recruitment and (2) Electronic Applications. In addition two new questions for discussion were raised regarding: (1) students receiving recruitment materials during the blackout period and (2) whether an increase in firm tours and receptions in the summer months in effect starts the recruitment period earlier and places pressure on students.

#### **Best Practices Guide for Toronto Summer & Articling Recruitment**

Feedback sought from employers and schools during the NALP Winter Meeting was incorporated into the document and reviewed. Many of the changes were accepted and questions raised were answered. A sub-group will re-examine the portion of the document on timing of offers. It is our intention to have this document available for firms and schools before the 2010 summer recruitment period begins once this section is reviewed by the working group and finalized.

## Electronic Applications

Feedback was sought from the working group, the Canadian Law schools and a select number of firms outside the working group on the desirability of having electronic applications and using a portal system. In addition firms were asked if they would be willing to test an electronic portal for the 2010 summer recruitment period. Responses have been positive. A small number of firms are willing to test the system this year. A demo of the portal being created by viRecruit will be scheduled at the end of June.

## **2. Diversity Working Group**

Co-Chairs: André Bacchus, Karen Kuzmowich -- Members: Marketta Jokinen, Kara Sutherland, Brad Proctor, Jewel Amoah, Josee Bouchard, Jill Kirson, Diana Reynolds, Pam Cyr, Leann Beggs.

The Canadian Diversity Working Group (CDWG) has already started to work in earnest on the mandate it was tasked with during NALP's Annual Education Conference held this past April in Washington, DC. The CDWG was tasked with developing a diversity data collection best practices guide for use by Canadian legal employers as well as identifying a common set of diversity categories for use in the diversity data collection process and for use by the Canadian Directory of Legal Employers (CDLE) in its demographic data collection process.

The CDWG has been quite active since the Annual Meeting. They have held two conference calls with their members and are in the process of finalizing a Diversity Information Gathering Questionnaire for use in surveying employers in various industry sectors.

The CDWG's first conference call, held on May 21st, was designed to formalize the CDWG's mandate and to assign tasks to each of its members as it relates to surveying the Canadian diversity landscape. After the first conference call, the co-chairs of the CDWG circulated a draft Diversity Information Gathering Questionnaire for use by its members in surveying Canadian and US employers regarding their diversity data collection practices.

The CDWG's second conference call, held on June 25th, was designed to solicit feedback from the members on the draft questionnaire as well as to confirm the surveying assignments. Since the June 25th call a revised version of the questionnaire has been circulated to the members. Once the questionnaire has been finalized each of the CDWG members will begin contacting employers in designated industry sectors to learn about their diversity data collection practices.

Once the surveying process has been completed, the CDWG members will review their results with an eye toward developing a diversity data collection best practices guide for

use by Canadian employers as well as developing a common set of diversity categories for use by employers and the CDLE. The CDWG will be scheduling a third conference call within the next few months to gather and discuss the survey results.

### **3. Toronto Winter Meeting Working Group**

Co-chairs: Kelly Callon-McLean and Joanne Clarfield Schaefer – Members: Andre Bacchus, Lisa Blair, Karen Kuzmowich, Kerry Parker Smith, Kara Sutherland.

This working group has met twice (on May 6<sup>th</sup> and June 24<sup>th</sup>) and has made a great deal of progress under the leadership of Kelly Callon-McLean. Unfortunately, Kelly Callon-McLean is moving to the United States in August, so Joanne Clarfield Schaefer has kindly agreed to take on the chair role, as her firm is hosting the event.

#### Date of Meeting and Notification

The Toronto Winter Meeting will be held on Tuesday, December 1, 2009, and a “Save the Date” email has been sent out through NALP Canadian Group ListServ. Kelly is following up with NALP regarding sending an email to all of the registered Canadian NALP members, to ensure that we "capture" those who do not access the ListServ.

#### Welcome Reception

Normally there is a Welcome Reception the night before the conference. In 2008, the total cost was \$1,617.56 (\$1,416.46 for food and \$201.10 for alcohol). Instead of having a firm host a reception, the decision was made to have a “pay your own way” dinner. There will be a cocktail reception at the dinner venue and then a sit down dinner, instead of the traditional firm-hosted reception.

In addition, there was some discussion regarding the timing of the dinner, as this year it might be held the day of the conference as the CLCDN meeting may be taking place on Wednesday, with Monday as a travel day.

#### Participation via Conference call hook-up

Some Western firm representatives would like to participate but may be unable to travel to Toronto to attend the conference, so they have inquired regarding possible participation by conference call. The logistics and details regarding how registration with NALP would work under these circumstances must be investigated further.

## Topics for Sessions

There has been a great deal of discussion regarding possible topics for the sessions and the following ideas are being actively pursued:

(a) Update from each working group:

- Summer & Articling Recruitment (Stacy Keehn)
- CDLE (Kerry Parker Smith)
- Diversity (André Bacchus and Karen Kuzmowich)
- Collaboration and Information Exchange (Jill Kirson and Lisa Blair)
- 2010 Annual Education Conference in Puerto Rico (Bibi Bysterveld/Margaret Seko)
- Bulletin Articles (published and upcoming)

(b) Update from NALP Board (Ritu)

(c) Impact of Current Economy

Reflections on the past year, given the economic downturn: effects on recruitment numbers, student programs (social and/or training), hireback numbers. What concerns are students bringing to their CDO these days? Are their offices suffering from budget cutbacks? What does this mean for students? *[This will involve gathering information and/or surveys of firm and school members]*

(d) Innovative Educational Programs.

Potential topics to include: The Bridging Program at UofT (Jane Price), the recent Women in Transition seminar, the recent Rotman Business Leadership for Women program, the Paraprofessional Internship program at FMC (Kara) – and other innovative programs.

(e) Emotional Intelligence

There is a professor at York who may be willing to speak: Dr. Dalton Kehoe. His website is [www.heartofthematter.com](http://www.heartofthematter.com). He did a 1-hour presentation at York for employees and it was thought to be very interesting

The next meeting for this group has been scheduled for July 14<sup>th</sup>.

#### **4. Information Exchange Working Group**

Co-Chairs: Jill Kirson and Lisa Blair -- Members: Anne Mundy Markell, Robyn Martila, Aisha Topsakal, Nadia Meyerthall, Ritu Bhasin, Bibiane Bysterveld, Kara Sutherland.

The Information Exchange Working Group discussed the mandate of the group and what projects we hoped to be able to take on this year. The tentative items we are looking at include:

- Establishing links with the main NALP Recruiting Section in order to share information on the Canadian Summer Recruiting Process.
- Working with NALP to make any changes that might be required in order to make the NALP Website more “Canadian Friendly”.
- Speaking to all Canadian NALP Bulletin authors about being sure to highlight any relevant issues in which an exchange of information from Canadians might be helpful.
- Creating a timeline that outlines all relevant Canadian dates that could be used by NALP as a reference when booking events or planning dates.

We also discussed the ongoing NALP Strategic Review and how we might canvas the larger Canadian section for input.

The group is in the process of scheduling a second conference call.

#### **5. Canadian Directory of Legal Employers Working Group**

Chair: Kerry Parker Smith – Members: Andre Bacchus, Leeann Beggs, Kara Sutherland, Marketta Jokinen, Robyn Marttila, Brad Proctor, Marie Harding.

The CDLE Working Group held a conference call on June 16, 2009. The CDLE has 175 listed employers and continues to grow. In 2009-2010, the working group will be focusing on increasing employer outreach strategies to increase employer participation across the country with a particular focus on Western and Eastern Canada, as well as smaller employers. The working group is coordinating communication with the law schools to encourage the replacement of their current resources with the CDLE and to raise awareness and promote the CDLE with their local employers. Their next call is scheduled for July 7, 2009.

## APPENDIX 1

-----Original Message-----

From: kara sutherland [<mailto:kara.sutherland@fmc-law.com>]  
Sent: Tuesday, April 14, 2009 6:14 PM  
To: NALP Canadian  
Subject: [nalp-canadian] NALP Canadian Section Update and Working Groups 2009-2010

Hello Canadian NALPers!

I wanted to send a post-NALP conference report and bring everyone who was not able to attend the conference up-to-date on the projects the Canadian Section will be working on this year. I am sending this both to the listserv and those who provided me with their email addresses at the conference. I am looking forward to hearing from you regarding the ways you would like to get involved with the work of the Canadian Section this year. I also wanted to remind everyone that the conference handouts are now available on the NALP website, so even if you couldn't be there live, you can still obtain a lot of the great information presented this year!

In terms of our working groups - they are as follows:

Summer and Articling Recruitment - Vice-Chair: Stacy Keehn This group will finalize and "publish" the "Best Practices Recruitment Guide" and will continue investigating options for electronic applications, including the possible creation of a Canadian portal through which employers can collect electronic applications from students. If you were a member of this Working Group last year, then you are on the list this year again this year. If you no longer wish to be a member of this group - or if you would like to be added please advise Stacy at [skeehn@uottawa.ca](mailto:skeehn@uottawa.ca).

End of Year Canadian Section Meeting - Vice-Chair: Kelly Callon-McLean Hopefully this group can come up with a catchier name for this Meeting! This group will also develop the content, arrange speakers and coordinate logistics with NALP staff for the Meeting. Currently this Working Group includes: Karen Kuzmowich, Kerry Parker Smith, Lisa Blair and André Bacchus. We are still looking for a firm to commit to providing the space for this session (the cost of the meals etc. is covered by the registration fee - so it really is just a commitment to provide the space) - so if your firm would be able to host this event please advise me as soon as possible. If you would like to be on this Working Group please email Kelly at [kcallon-mclean@airdberlis.com](mailto:kcallon-mclean@airdberlis.com).

Canadian Directory of Legal Employers - Vice-Chair: Kerry Parker Smith This group will work on further outreach to employers to increase the level of employer participation across the country and will look at the issues surrounding the inherent disincentives for smaller employer

participation. Members of this group include: Robyn Marttila, Andre Bacchus, Marketta Jokinen, Brad Proctor, and Leeann Beggs. If you would like to join with group please email Kerry at parkersmith@law.ubc.ca.

Diversity - Vice-Chairs: André Bacchus and Karen Kuzmowich This group will revisit the option of creating a "Best Practices Guide" for firms looking at starting the process of collecting Diversity Statistics. In addition, this group will arrange for a diversity session at our End of Year Canadian Section Meeting and will set specific goals and objectives for the Working Group. Members of this group include: Jane Price, Leeann Beggs, Pam Cyr and Jill Kirson. If you would like to join this group please email André and Karen at: ABacchus@heenan.ca and karen.kuzmowich@mcmbm.com.

Collaboration and Information Exchange - Vice-Chairs: Jill Kirson and Lisa Blair This group will determine: (1) how our membership can share information and best practices in Canada with our NALP colleagues; (2) work with the NALP foundation regarding information gathering in the Canadian market (e.g. Canadian Attrition Survey); and (3) review other possible projects we could undertake with NALP (e.g. additions to the [www.nalpcanada.com](http://www.nalpcanada.com) website etc.). In addition, NALP is undertaking a strategic review and we must provide our thoughts regarding the issues and challenges that our section members will likely to be faced with in the next 5 years for the consideration of the Long Range Strategic Planning Committee. This Working Group will work on our submission to this committee which will be due on October 23rd. If you would like to be a member of this group - or have some great ideas you would like to share - please contact Jill Kirson and Lisa Blair at JKirson@osgoode.yorku.ca and Lisa.Blair@uottawa.ca. Current Members of this group are: Catherine Bleau, Robyn Marttila, Anne Mundy-Markell, Ritu Bhasin and Lisa Blair.

Request for Proposals for the 2010 Conference in Puerto Rico! - Vice-Chair: Bibi Bysterveld Although this is not really a "Working Group" I have deemed it so for the purposes of coordinating the Canadian Section submissions for the 2010 conference and Bibi has graciously offered to coordinate our responses and submit them. If you are interested in presenting at the 2010 conference (did I mention it is in Puerto Rico?) - please contact Bibi at [bbysterveld@fasken.com](mailto:bbysterveld@fasken.com) and cc Margaret Seko who is our Regional Coordinator and is working on the conference planning at [mseko@bereskinparr.com](mailto:mseko@bereskinparr.com). Please note the final deadline for submissions is Friday, May 22, 2009 - however, as there is a fair amount of information that needs to be provided - if you could please submit your proposals to Bibi by May 8th that would be very much appreciated so there is enough time to ensure all of our submissions are complete.

#### Bulletin Articles

We have had the following volunteers to write Bulletin Articles and I would propose the following order of submission (note I have only indicated the topic - if you could send me the proper title for your article that would be great):  
Catherine Bleau and Lianne Barski - CDO Branding  
Anne Mundy-Markell - U.S. attorneys becoming qualified to practice in Canada - an update to



her earlier article on this topic Nadia Myerthall and Bibi Bysterveld - Canadian PD for first year hires Ivana Kadic - Employer Outreach

The Vice-Chairs will be setting up conference calls within the next two weeks to discuss their Working Group's goals and tasks for this year. If you would like to discuss any of the Working Groups please feel free to contact the designated Vice-Chair or me.

Please note if you only received this email directly and not through the listserv please sign up for the listserv at <http://lists.nalp.org> and choose NALP lists - choose the Canadian Section (and whatever other groups you wish to join) and click "Join". You should choose to receive your messages as they are contributed as opposed to in a digest format, as the digest versions often are difficult to read because of problems with the HTML coding.

A special thank you to all of those who have volunteered for leadership positions this year. In addition, our thanks to Lisa Blair for leading the Canadian Section last year, Chantal Morton who was a member of NALP's Nominating Committee and Ritu Bhasin who continues this year as a member of the NALP Board and who is our Section's Board Liaison.

I am looking forward to getting a lot accomplished and encouraging all of our section members to share their ideas and challenges so that we can support each other to become even more effective in our respective roles.

My apologies for the lengthy email!! I hope everyone is keeping well.

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