

MEMORANDUM

To: NALP Board of Directors

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

Date: February 7, 2011

Re: Canadian Section Third Quarterly Report

The following is an update from the Canadian Section. All of the Working Groups have been meeting and making progress on their projects, as detailed further below.

The timeline and process of recruitment is varied across Canada. Many jurisdictions have completed or are in the process of completing summer recruitment. Heading into spring, many jurisdictions will begin the process of articling recruitment.

Robyn Martilla is the NALP representative to the Canadian Legal Career Development Network (CLCDN) of which all school NALP members are also a part and she will be submitting a report to the Board of Directors under separate cover.

The Canadian Section recently sought and obtained nominations for a Regional Coordinator and we are looking forward to having a representative fill this role.

In December NALP hosted the annual winter meeting in Toronto which traditionally takes place at the end of the Toronto recruiting season. The meeting was very well attended and a variety of interesting programming took place. More details on the annual Winter Meeting are included below.

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 conference call on November 16th focused on the first charge and to that end:

- The committee obtained a list of current NALP Listserv members and 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 which has been and can continue to be sent to all individuals who are identified by the working group as potential listserv participants.
- Different members of the working group reached out across the country.
- Now that this outreach is finished we are moving on to suggestions on how we could best use the listserv:
 - List of recruitment dates
 - Informative and not just news
 - Everyone agreed to think about trying to send a couple of things around in the next little while
 - Office changes in staff and personnel would be a great thing to share
 - 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 Winter Meeting held in Toronto on November 30th, 2010. The invitation appeared to have been well received.

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 Blicker*, 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:

The Canadian Section submitted four proposals for publication in the NALP Bulletin and all were accepted. The contributions this year include:

- *Leveraging students in your CSO*. Stacy Keehn Manger of Career and Professional Development, University of Ottawa (late summer/early fall)
- *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 (early winter)
- *Maternity, Paternity and Parental Leave and Benefits in Canada*. Lisa Ricketts, Manager Professional development and Student Programs Bennett Jones LLP, Calgary (late winter)
- *Business Development for Students*. Anne Mundy-Markell Director of Student& Associate Affairs Gowling Lafleur Henderson LLP Ottawa (spring) *

*note - these are a description of the topic areas, the actual heading of the article may have changed.

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

The issue was raised about finding one standard place to have all Canadian OCI and Career Fair Dates. This matter was discussed at the NALP End of the Year Canadian Section Meeting on Nov 30th and the CLCDN meeting on Dec 1, 2010 and the discussion will be ongoing.

The next Conference call is scheduled for February 14th at 2:00pm.

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

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

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

Following the fall Toronto OCI process, representatives from the Summer and Articling Working Group collected feedback and comments on the portal from the CDOs and employers. These representatives then met with representatives from viDesktop in mid-November. They reviewed and discussed the feedback and other related issues. An update on the feedback, along with a list of improvements to the portal, was presented and discussed at the NALP Canadian Section Winter Meeting on November 30, 2010. Further improvements and clarifications were requested. Representatives of the Summer and Articling Working Group continued to liaise with viDesktop and provided further updates to Canadian Section members.

Representatives of the Summer and Articling- Working Group canvassed both the employers participating in the first-year summer recruitment process in Toronto and the Canadian law schools. It was agreed that the viDesktop portal would be available to collect applications for Toronto first-year summer positions. Of the 13 participating employers, 11 collected applications via the portal (6 using the portal as the only method of collection). The portal remained open until 5:00pm EST on Wednesday, January 26, 2011. The Law Society of Upper Canada (LSUC) application deadline was January 19, 2011, however, a number of law schools advised that their students' fall term grades would not be released before the deadline. In light of employers' preference to receive only complete application packages (i.e. inclusive of transcripts), students at schools which would not have grades released in time were granted an extension by 11 of the 13 participating employers.

After the application deadline, viDesktop reported the following:

- 592 students created applicant profiles
- 415 applicants submitted at least one application on the portal
- 2,365 applications were submitted on the portal (for an average of 5.6 per applicant)

Next Steps

- Report back to the Canadian Section members following the Toronto first-year summer recruitment on the successes of the viDesktop portal;
- Propose changes to the Toronto first-year summer recruitment application deadline with the LSUC;
- Propose minor changes to the Toronto second-year recruitment timetable to the LSUC after canvassing law schools and Toronto OCI employers; and
- Continue to work and improve Best Practices as needed.

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

The “Best Practices for Toronto Summer and Articling Recruitment” document was finalized in the fall of 2010. Please see the Canadian Section, October 2010 Report for full details.

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

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 following points have been done or are in the process of completion:

- a survey of the CDLE 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. A summary of results is as follows:
 - Students are using the CDLE often and find it to be useful.
 - 88.3% would recommend it to their friends.
 - 74.2% would like to see it used for associate/lateral positions.
 - The other source of info most often reviewed by students is the firm's websites. Try to make sure website consistent with NALP Form.
 - Students appreciate as much detail as possible and if the material is updated regularly.

- Representatives of this group actively promote 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. While doing so feedback from smaller employers who have used the CDLE is sought in an attempt to increase its use.

- Pam Cyr of UBC Law attended the NALP Canadian Section Winter Meeting in Toronto on November 30, 2010. She provided an update of the CDLE Working Group to the Toronto employers and Canadian law schools and reminded the employers to update their 2011 NALP Forms before December 17, 2010.

- Kyla Sandwith of BLG's Calgary Office and Stacy Keehn and Chantal Riendeau of the University of Ottawa are preparing a one page marketing posting that will be sent out to all of the Canadian law school Career Services and Career Development offices for distribution to all employers, particularly those in mid to smaller markets and in the public interest sector. The law schools will also be encouraged to bring the informational posting to any appropriate events for distribution and follow up (e.g. career fairs, speaker panels etc.).

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

With a new Vice-Chair in place, the Committee held a conference call on January 20th and the following points have been done or are in the process of completion:

- 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.

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

Vice-Chairs: 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.

The working group held its largest winter meeting ever at the offices of Heenan Blaikie LLP on November 30, 2010. Approximately 90 law firm and law school representatives attended as well as representatives

from the Law Society of Upper Canada and NALP. The meeting's theme focused on "looking ahead". The topics included a discussion of hot topics in the Canadian legal market such as the new CPD requirements in Ontario as well as experiential learning opportunities for law students and ways of tapping the full potential of legal professionals in firms. A copy of the meeting's agenda can be found attached. The day-long meeting culminated with a reception hosted by Goodmans LLP. An informative and good time was had by all.

The CLCDN held a meeting on Dec 1.

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.