



**THE CANADIAN
BAR ASSOCIATION**
Saskatchewan Branch

POLICY MANUAL

(REVISED June 2010)

Canadian Bar Association, Saskatchewan Branch

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Provincial Council Defined

The Council of the Saskatchewan Branch of the Canadian Bar Association is the governing body of the provincial organization that has the duty to carry on the work of the Branch and advance the objects of The Canadian Bar Association at the provincial level. The National Council is its counterpart on the federal level, and serves the same function on a nation-wide basis.

Essentially, the objects and powers of the Branch are to:

- Participate in and promote law reform;
- Develop, promote and participate in programs and activities engendering knowledge and appreciation of the law and the legal profession by members of the general public;
- Generally to advance the objects of the Association within Saskatchewan, namely to:
 - Advance the science of jurisprudence;
 - Promote the administration of justice and uniformity of legislation throughout Canada so far as is consistent with the preservation of the basic systems of law in the respective provinces;
 - Uphold the honour of the profession of the law, foster harmonious relations and cooperation among the incorporated law societies, barristers' societies and general corporations of the Bars of the several provinces and cordial intercourse among the members of the Association;
 - Encourage a high standard of legal education, training and ethics and generally to do all further or other lawful acts and things touching these premises; and
- Enter into arrangements with the Law Society of Saskatchewan for the assumption by the Branch of any of the Law Society's non-statutory functions that may be appropriate.

Powers of Branch Council

CBA Saskatchewan Council makes all policy decisions for the Branch. It must approve, by resolution, all statements and submissions that purport to be made on behalf of the Branch, its sections, and its committees to anyone other than fellow CBA members. While the Executive Committee of the Branch exercises the powers of Council between meetings, it must report on its activities at each Council meeting, and only policy statements that are urgent or routine can be made without Council's approval.

Council has the power to make bylaws for the operation of the Branch which bylaws can only be rescinded at the Annual Meeting of the general membership.

Council decides what sections of The Canadian Bar Association will operate at the provincial level, and can refer matters to the appropriate section for inquiry and report. Council also creates and disbands special committees and appoints the leaders of these committees.

Council approves the budget for the Branch each year.

Members of Provincial Council

Branch Bylaw 8 states that Council consists of any of the following persons who are resident in Saskatchewan:

- (1) members of the Executive Committee;

- (2) ex-officio and appointed members of the National Council;
- (3) Elected Members of Council as provided by Bylaw 16(1);
- (4) Branch Section and Chapter Chairs;
- (5) Chairs of the standing and special committees of the Association;
- (6) the Editor of the Canadian Bar Review;
- (7) all Past-Presidents of the Branch;
- (8) all Past-President of the Association;
- (9) the Presidents, or any other student representatives as the Branch may decide, from the Law Students Association and the Aboriginal Law Students Association, of the University of Saskatchewan;
- (10) the president and executive director or such other representative as appointed by and on behalf of the Law Society of Saskatchewan, the Public Legal Education Association of Saskatchewan, the Law Foundation of Saskatchewan and the Law Reform Commission of Saskatchewan;
- (12) the Dean of the College of Law of the University of Saskatchewan;
- (13) any other members of the Association that the Council of the Branch may, by resolution, appoint.

Meetings of Provincial Council

The Branch Bylaws provide that council shall meet at least four (4) times per year plus the Annual Meeting. The usual time and day for meetings is 4:00 P.M. Thursday at dates announced prior to the first Council Meeting in the fall. Council members are notified, in writing, not less than one week in advance of the meeting by the Executive Director.

Council meetings begin with a business meeting that follows the usual rules of order for public meetings, and is followed by a complimentary cocktails and dinner. Council meetings alternate between Saskatoon and Regina. The Branch Annual Meeting, open to all members of the Branch, is held at various locations throughout the province, usually the middle of June.

Role of CBA Saskatchewan Council Member

Individual members of CBA Saskatchewan Council should:

- Attend the four (4) Council meetings, the Annual Meeting and the Mid-Winter Meeting;
- Familiarize themselves with the organizational structure of the CBA, both nationally and at the Branch level;
- Familiarize themselves with the goals and objectives of the CBA, both nationally and at the Branch Level;
- Actively promote the activities and profile of CBA Saskatchewan within the Saskatchewan Bar (for example, if Council members belong to local bar organizations, they should ask to be added to the agenda so that a report on CBA can be given to the local bar meeting);
- Ensure that the interests of individual constituencies (i.e. local bar associations and special interest groups) are put before Council;
- Assist in the recruiting of new members or in the renewal of existing members as requested by the Membership Committee;
- Support the activities of CBA through membership and attendance at section and other meetings sponsored by CBA Saskatchewan;

- Participate in the development of Branch policies;
- Attend the CBA National Annual and Mid-Winter Meetings.

Officers of the Branch

The Officers of the Branch are as follows (Bylaw 4):

- a) the President;
- b) the Vice-President;
- c) the Treasurer; and
- d) the Immediate Past President.

Executive Committee

The Executive Committee of the Branch shall consist of (Bylaw 6):

- a) the Officers of the Branch;
- b) the Chairs of the Branch Communications Committee, Professional Development Committee, Legislation and Law Reform Committee, Membership Committee and Professional Image Committee;
- c) the Executive Director, who shall be a non-voting member; and
- d) any others that may be considered necessary by the Council.

Role of the Executive Committee

The Executive Committee shall advise and assist the President in the duties of Office. Between meetings of Council, the Executive shall have all the powers of Council except to pass bylaws (Bylaw 7(1)).

Bylaw 7(2) states that the Executive Committee may appoint candidates as:

- a) an Executive Director, who is the Chief Administrative Officer of the Branch;
- b) Branch representatives for the Canadian Bar Insurance Association;
- c) Branch Section Chairs;
- d) Branch Mid-Winter Meeting Planning Committee Chair; and
- e) Any other committee of the Branch or of the Association not otherwise provided for in these by-laws or the by-laws of the Association.

The Executive Committee is accountable to Council. It is responsible for the implementation of the policies and the operations of the Association and shall make a report to each meeting of Council.

Role of the President

Branch Bylaw 5(1) says the President shall:

- a) preside at general meetings of the Branch, at meetings of the Council and at meetings of the Executive Committee and shall submit a written report in respect of the work of the Branch at the Branch Annual Meeting;
- b) assist the National President in carrying on the administration of the Association within

Saskatchewan and shall devote particular attention to the advancement of the Association in Saskatchewan;

- c) with respect to matters within Saskatchewan, have the same rights and perform the same duties as the National President as set out in Section 29 of Bylaw Number 1 of the Association;
- d) sit as a member of the Board of Directors of the Association. For the purposes of attending meetings of the Board of Directors the President may designate the Vice-President or an alternate as approved by the Executive Committee in the event the President is unable to attend; and
- e) if necessary, appoint, for the purpose of attending any meeting of the Association, alternate members of National Council for the purpose of attending and voting at a meeting of the Association.

Other duties of the Branch President include:

- preparing the agenda for Council and Executive Committee meetings
- setting date for College of Law Wine & Cheese (attend and give short address)
- attending Branch and National Mid-Winter and Annual Meetings
- attendance at other Branch's Mid-Winter and/or Annual Meetings as invited
- preparing message for *BarNotes* (4 publications)
- attend and extend CBA greetings at Bar Admission Ceremonies
- attend and extend greetings at swearing in ceremonies
- responding to media inquiries
- sit on various Branch and National Committees

Costs covered by the Branch for the President include:

- National Mid-Winter and Annual Meeting expenses including registration, travel, accommodation and President's Dinner (if not included in registration)
- President's Expense Account to cover out of pocket expenses incurred while on Branch business

Role of the Vice-President

Branch Bylaw 5(2) says that the Vice-President shall:

- a) assist the President in carrying on the administration of the Branch;
- b) in the absence of the President, preside at meetings and exercise the President's rights and perform his/her duties;
- c) where no co-ordinator of section activities has been appointed by the Branch, be responsible for the co-ordination of the activities of the sections established within Saskatchewan; and
- d) sit as a voting member of National Council.

Other duties of the Branch Vice-President include:

- attendance at the College of Law Wine & Cheese
- appointing next year's Mid-Winter Meeting Chair
- setting dates for, and Chairing Section Planning meetings (Saskatoon and Regina)
- attendance at the Branch and National Mid-Winter and Annual Meetings
- responsibility for Branch Executive Planning Meeting (set date, set agenda, Chair)
- sitting as a member of various Branch and National Committees
- setting Executive and Council meeting dates for next year
- preparing a written report for Branch Annual Report

Costs covered by the Branch for the Vice-President include:

- National Mid-Winter and Annual Meeting expenses including registration, travel, accommodation and President's Dinner (if not included in registration)
- Vice-President's Expense Account to cover out of pocket expenses incurred while on Branch business.

Role of the Treasurer

Branch Bylaw 5(3) says the Treasurer shall:

- a) have charge of the finances of the Branch;
- b) carry on the general banking business of the Branch;
- c) prepare an annual budget for submission to Council for approval;
- d) ensure that monthly financial statements are circulated to members of the Executive Committee;
- e) ensure that quarterly financial statements are circulated to Council; and
- f) sit as a voting member of National Council.

Other duties of the Branch Treasurer include:

- attendance at Branch and Annual National and Mid-Winter Meetings
- attendance at College of Law Wine & Cheese
- prepare a written report for the Branch Annual Report

Costs covered by the Branch for the Treasurer include:

- National Mid-Winter and Annual Meeting expenses including registration, travel and accommodation
- out of pocket expenses incurred while on Branch business

Role of the Immediate Past-President

Branch Bylaw 5(4) says that the Immediate Past-President shall:

- a) Chair the Branch Nominating Committee;
- b) sit as a voting member of National Council ;
- c) sit as a member of the Awards Committee; and
- d) Chair the QC Committee and serve as the Branch Representative on the Provincial QC Committee.

Other duties of the Immediate Past President include:

- attendance at the Branch and National Mid-Winter and Annual Meetings
- attendance at the College of Law Wine & Cheese
- preparing a written report for the Branch Annual Report

Costs covered by the Branch for the Immediate Past-President include:

- National Mid-Winter and Annual Meeting expenses including registration, travel and accommodation
- out of pocket expenses incurred while on Branch business

Role of the Communications Chair

The Communications Chair is the Editor of the Branch newsletter, *BarNotes*. *BarNotes* is published four times a

year. The Communications Committee shall endeavour to solicit advertising to cover the cost of publication. The Communications Chair may be asked to sit on the National Communications Committee.

Other duties of the Communications Chair include:

- prepare Editor's Notes column for *BarNotes*
- attendance at the College of Law Wine & Cheese
- attendance at the Branch and National Mid-Winter and Annual Meetings
- preparing a written report for Branch Annual Report to Council

Costs covered by the Branch for the Communications Chair include:

- out of pocket expenses incurred while on Branch business

Role of the Professional Development Chair

The Professional Development (PD) Chair is responsible for the coordination of the activities of the sections established within Saskatchewan. The PD Chair will also sit on the Branch Mid-Winter Meeting Planning Committee.

Other duties of the PD Chair include:

- attendance at the College of Law Wine & Cheese
- attendance at the Branch and National Mid-Winter and Annual Meetings
- preparing an article for *BarNotes*
- preparing a written report for Branch Annual Report

Costs covered by the Branch for the PD Chair include:

- out of pocket expenses incurred while on Branch business

Role of the Membership Chair

The Membership Chair is responsible for developing and maintaining membership strategy within the province through various programmes and services aimed at recruiting, retaining and renewing membership in the Association. The Branch Membership Chair sits on the National Membership Committee.

Other duties of the Membership Chair include:

- attendance at National Membership Committee meetings
- maintaining Branch and National membership statistics
- reporting to the Executive Committee and Council respecting National and Branch membership initiatives and programmes
- arrange CBA visitations to the local bar associations
- organizing the College "How to Get a Job" Workshop
- attendance at the College of Law Wine & Cheese
- attendance at the Branch and National Mid-Winter and Annual Meetings
- preparing an article for *BarNotes*, pertaining to membership
- preparing a written report for Branch Annual Report

Costs covered by the Branch for the Membership Chair include:

- National Mid-Winter and Annual Meeting expenses including registration, travel and accommodation
- Out of pocket expenses incurred while on Branch business

Role of the Legislation & Law Reform Chair

The Legislation & Law Reform Chair is responsible for the Legislation & Law Reform Committee. The primary mandate of the Legislation and Law Reform Committee is to assist Branch in pursuing improvements in the law and the administration of justice by:

- promoting consideration by the Branch of legal and policy issues:
 - a) which are of interest or concern to the legal community;
 - b) to which the legal profession has a social or moral obligation to respond; and
 - c) upon which the Branch can inform public debate.
- promoting and facilitating adoption by the Branch of principled positions based on sound, comprehensive analysis of legal and policy issues;
- ensuring that positions adopted by the Branch are clearly and accurately presented to government, other persons who should consider, act upon or be aware of them, and the public; and
- promoting implementation of Branch policy on substantive issues.

Other duties of the Legislation and Law Reform Chair include:

- attendance at the College of Law Wine & Cheese
- attendance at the Branch and National Mid-Winter and Annual Meetings
- attendance at Section Planning meetings
- preparing an article for *BarNotes*
- preparing a written report for Branch Annual Report

Costs covered by the Branch for the Legislation and Law Reform Chair include:

- out of pocket expenses incurred while on Branch business

Role of the Professional Image Chair

The responsibilities of the Professional Image Chair include the introduction, co-ordination and implementation of initiatives and activities in Saskatchewan:

- to enhance member and public awareness of the positive contributions lawyers and jurists make to society;
- to educate the public about the courts and the administration of justice in general, and the importance of the same to society;
- that encourage members to improve the lawyer-client relationship; and
- to strengthen communications between the CBA and the media.

Other duties of the Professional Image Chair include:

- attendance at the College of Law Wine & Cheese
- attendance at the Branch and National Mid-Winter and Annual Meetings
- attend meetings with the LSA and ALSA
- coordinate Law Day Luncheons
- coordinate school presentations

- coordinate Aboriginal Law Student Summer Hire Program
- coordinate Saskatchewan Law Firms Showcase
- prepare and article for *BarNotes*
- preparing a written report for Branch Annual Report

Costs covered by the Branch for the Legislation and Law Reform Chair include:

- out of pocket expenses incurred while on Branch business

Role of the Executive Director

Pursuant to CBA Saskatchewan Bylaw 7(2), the Executive Committee may appoint an Executive Director who is the Chief Administrative Officer of the Branch and is responsible to the President or any member of the Executive Committee that may be designated by the President. The Executive Director is responsible for the efficient overall administration of the general affairs of the Branch in accordance with its policies and by-laws and for developing and supplying the necessary support services for the Saskatchewan Branch structure. Duties of the Executive Director include: office administration and accounting; recording secretary for Branch meetings; section coordination; promotional campaigns; newsletter; attending National Mid-Winter and Annual Meetings; editor of Branch Legal Directory and Day Planner; and various and sundry duties as assigned by the President or other member of the Executive Committee.

COMMITTEES AND SECTIONS / CONFERENCES / CHAPTERS

Committees

The Chair, Vice-Chair and all members of CBA Saskatchewan Standing Committees must be members of the CBA in good standing or have joined the CBA at the time of their appointment. Standing Committee members who allow their membership lapse for non-payment of fees will be removed from the position. Council will fill that vacancy. When Council is not assembled, the Executive Committee shall have the authority to fill the vacancy.

Pursuant to Section 19 of the Bylaws of CBA Saskatchewan, Council may appoint Special Committees that are necessary or desirable and may disband same. When Council is not assembled the Executive Committee shall have the authority to do same.

The Chair, Vice-Chair and all members of any Special Committee must be members of the CBA in good standing or have joined the CBA at the time of their appointment. Special Committee members who allow their membership lapse for non-payment of fees will be removed from the position. Council will fill the vacancy. When Council is not assembled, the Executive Committee shall have the authority to fill the vacancy.

In certain circumstances, it may be desirable to include non-members in the composition of a Standing or Special Committee, but such inclusion is subject to the prior approval of Council or the Executive Committee when Council is not assembled. No non-member who has been approved by Council or the Executive Committee to sit on a Standing or Special Committee shall hold the position of Chair or Vice-Chair of that committee.

The CBA, from time to time, appoints members to sit as Branch representatives on external committees. Such appointees act as a liaison between the CBA and the particular organization. Representatives must be members

of the CBA in good standing or have joined the CBA at the time of their appointment. Representatives who allow their memberships to lapse for non-payment of fees will be removed from the position and Council will fill the vacancy. When Council is not assembled, the Executive Committee shall have the authority to fill the vacancy.

National Standing Committees

Awards - responsible for administration of the Viscount Bennett Fellowship, the Ramon John Hnatyshyn Award for Law and the Louis St. Laurent Award of Excellence.

Communications - responsible for CBA communications policy, publications and marketing. It oversees Association public relations and is responsible for the CBA Internet home page. It is the publisher of the *National* and the *Canadian Bar Review*.

Professional Development - responsible for the development and production of seminars and conferences on topics of national or international interest to the legal profession.

Equity - promotes awareness of equality issues in the profession and ways to eliminate discrimination; develops resources to assist the profession in achieving gender equality; monitors, on a national basis, the status of women in the legal profession; and oversees the implementation of the recommendations of the Task Force Report.

Ethics and Professional Issues - initiates a comprehensive update of the CBA Code of Professional Conduct, and provides opinions or advice on specific issues of legal issues which may arise.

International Development - responsible for overseeing the CBA international development program and to advancing the CBA international mandate to promote the rule of law in developing democracies and countries in transition throughout the world.

Judicial Compensation & Benefits - formulates policy on judicial pensions and salaries.

Law Day - promotes and co-ordinates Law Day activities in the provinces and territories.

Legal Aid Liaison - serves as a forum to monitor developments in legal aid programs across Canada.

Legislation and Law Reform - co-ordinates CBA submissions to government and Parliament. It proposes law reform priorities for the CBA and identifies cases suitable for public intervention.

Membership - develops programs and services aimed at recruiting, retaining and renewing membership in the Association.

Pro Bono - promotes and facilitates pro bono service in the legal profession.

Resolutions, Constitution and Bylaws - receive, consider and report on resolutions to Council. The Committee is also responsible for the maintenance and enforcement of the Constitution and Bylaws.

Supreme Court of Canada Liaison - serves as a link between the Court and the Bar. Consult with National

Sections on issues that the Court and the Bar may raise for review.

Branch Standing & Special Committees

Awards - responsible for administration of the Branch Distinguished Service Award and the Community Service Award. Also responsible for promoting the Viscount Bennett Fellowship, the Ramon John Hnatyshyn Award for Law and the Louis St. Laurent Award of Excellence within the province.

Communications - responsible for Branch communications policy, publications and marketing. It oversees Branch public relations and is responsible for the Branch home page. It is the publisher of the Branch newsletter, *Bar Notes*.

Professional Development - responsible for the coordination of the activities of the Branch Sections and the Mid-Winter Meeting Committee.

Equity - promotes awareness of equality issues in the profession and ways to eliminate discrimination.

Judicial Compensation and Benefits - formulates policy on judicial pensions and salaries.

Law Day - promotes and co-ordinates Law Day activities in the province.

Legislation and Law Reform - coordinates Branch submissions to government. It proposes law reform priorities for the Branch and identifies cases suitable for public intervention. Consults with sections on issues that may arise.

Membership - develops programs and services aimed at recruiting, retaining and renewing membership within the province.

Mid-Winter Meeting Planning Committee - responsible for planning the Branch Mid-Winter Meeting.

Nominating - responsible for submitting a report setting out the names of those nominated by the Committee for election to positions outlined in Bylaw 13(3).

No-Fault Insurance - working toward amendments of the Automobile Insurance Accident Act, to ensure affordable premiums and allow innocent victims of motor vehicle accidents to seek full redress through the courts for all damages suffered.

Pro Bono - promotes and facilitate pro bono service in the legal profession on an ongoing basis.

Professional Image - working toward the introduction, co-ordination and implementation of initiatives and activities that enhance the member and public awareness of the positive contributions that lawyers and jurists make to society.

Resolutions, Constitution and Bylaws - responsible for the maintenance of Branch Bylaws and resolutions.

Rules of Court - serves as a link between the Court and the Bar.

Sections / Conferences / Chapters

Pursuant to Section 17(14) of the Branch Bylaws any member in good standing of the CBA may become a member of a Section/Chapter and participate in its activities. The Executive Committee appoints all Section Chairs.

Only CBA members may participate in the activities of a Section/Chapter. Any member of a Section/Chapter whose membership lapses for non-payment of fees will be removed from the mailing list and will be excluded from further participation in the activities of the Section/Chapter until such time as the membership is renewed.

Only CBA members may hold the position of Chair, Vice-Chair or any other Executive position within a Section/Chapter. A Section/Chapter executive that allows his/her membership to lapse for non-payment of fees will be removed from the position and the Executive Committee will fill the vacancy.

In certain circumstances, it may be desirable to include non-members in the composition of a Section/Chapter, but such inclusion is subject to the prior approval of Council or the Executive Committee when Council is not assembled. No non-member who has been approved by Council or the Executive Committee to join a Section shall hold an Executive position of that Section/Chapter.

National and Branch Sections / Conferences / Chapters / Forums

Aboriginal Law (National/Branch Section) www.cba.org/CBA/sections_abor/main/

Law and practice of Aboriginal Law including federal and provincial legislation relating to aboriginal people; aboriginal and treaty rights including native land claims; constitutional reform; administration of justice, traditional aboriginal law and selected matters.

Administrative Law (National/Branch Section) www.cba.org/CBA/sections_admin/main/

Legislation conferring judicial or rule-making powers upon any public official and the administration thereof; the jurisdiction, procedure and organization of administrative tribunals and the practice of lawyers before such tribunals; the organization of government insofar as it affects the foregoing or the practice of lawyers; judicial review of the exercise of administrative powers.

Air & Space Law (National Section) www.cba.org/CBA/Sections/A&S

Law and practice affecting the ownership or operation of aircraft and matters related thereto and other matters of significance to lawyers handling air law problems.

Alternative Dispute Resolution (National/Branch Section) www.cba.org/CBA/Sections/Adre

The study of alternative methods of resolving disputes and conflicts outside of litigation.

Articling Students (Branch Section)

This Section provides Articling Students the opportunity to learn from the experience of senior members of the bench and bar in an informal, collegial setting. The sessions are designed to provide valuable guidance to the articling students about important skills and abilities that contribute to a successful career in law. The topics are designed to supplement the bar admission course and the articling experience.

Bankruptcy & Insolvency Law (National/Branch Section) www.cba.org/CBA/Sections/B&I

The purpose of the Section is to examine the law practice related to bankruptcy, receivership and insolvency.

Business Law (National/Branch Section) www.cba.org/CBA/Sections/Bus

Addresses law and practice affecting business, commerce, trade, mercantile pursuits and banking.

Canadian Corporate Counsel Association (National Conference/Branch Chapter) www.cancorp.counsel.org

Particular problems of concern to 'in-house' lawyers who are employed by a single client, such as a corporation, a major business concern, or, to some extent, by federal or provincial governments and boards.

Canadian Judges= Forum (National Conference) www.cba.org/CBA/Judges_Forum/Main

The objectives of the Judges' Forum are: to promote the views and interests of judges within the CBA; to provide a means for judges to participate in the CBA which respects judicial independence; to provide a forum for the exchange of information and ideas amongst judges of all Courts of Record, and between judges and members of the Bar; and to develop member services relevant to judges.

Charities & Not-For-Profit Law (National Section) www.cba.org/CBA/Sections/Charities

This Section deals with law and practice relating to the regulation and administration of charities and non-profit organizations.

Citizenship & Immigration (National/Branch Section) www.cba.org/CBA/Sections/C_ship

This Section's primary objects are to: a) maintain a dialogue with the Immigration and Refugee Board and to conduct continuing liaison with its Senior Officials; b) discuss existing legislation and proposed legislative changes; c) ensure that abuses in the enforcement and administration aspects of immigration are publicly voiced; d) conduct continuing legal education seminars; and e) enhance the professionalism of lawyers dealing in the area of Immigration Law.

Civil Litigation (National/Branch Section) www.cba.org/CBA/Sections/Civil

Any matters of substantive law, not of a criminal nature, and not coming within the work of another section; the administration of civil justice in all the courts of Canada with particular reference to the jurisdiction, procedure and organization of the courts, and the practice of lawyers before the courts.

Commodity Tax Customs & Trade Law (National Section) www.cba.org/CBA/Sections_NSCTS/main/ This Section deals with law and practice related to commodity tax, customs and trade remedy matters including, but not limited to, the goods and services or harmonized sales tax, provincial sales taxes, excise taxes, North American Free Trade Agreement, customs duties, valuation, tariff classification, rules of origin, procurement, trade remedies, import/export controls and related matters. Activities include consultation with the Department of Finance (Canada), the Canada Revenue Agency, the Canada Border Services Agency, involvement in the Federal Court/Tax Court review process and Bench and Bar Committees with the Tax Court and Canadian International Trade Tribunal, as well as ongoing activities to promote the objects of the Association within this area of law.

Competition Law (National Section) www.cba.org/CBA/Sections/Competition

The general purpose of the Section shall be the promotion of the objects of the Association within the competition law field.

Constitutional & Human Rights Law (National Section) www.cba.org/CBA/Sections/Const&HR

The purpose of the Section is to examine all constitutional and human rights law issues, including division of legislative powers, judicial review of the Constitution, constitutional reform, the Canadian Charter of Rights and Freedoms, human rights codes, and international human rights law.

Construction Law (National Section) www.cba.org/CBA/Sections/Construction

The purpose of this Section is to examine the law and practice relating to problems in the construction industry, including negotiation and conclusion of contracts, bonding and insurance, claims, arbitration and litigation.

Criminal Justice (National/Branch Section) www.cba.org/CBA/Sections/Criminal

Federal and provincial legislation creating offences and crimes, jurisdiction, procedure, and organization of all criminal courts in Canada, the establishment of such courts and the practice of lawyers before such courts; any other matters of a criminal nature.

Elder Law (National Section) www.cba.org/CBA/Sections/Elder

The objectives are tri-fold: to improve the law affecting seniors; to educate the public, the individual Bars, the Judiciary and members of the Association on important Elder Law issues; and to foster professionalism in the practice of Elder Law through communication among Elder Law practitioners.

Environmental, Energy & Resource Law (National/Branch Section) www.cba.org/CBA/Sections/Els

This section deals specifically and in depth with matters of legal reform and legal education and management relating to the environment, energy and natural resources.

Family Law (National/Branch Section) www.cba.org/CBA/Sections/family

Law and practice relating to the family unit, relations between members of the family and the family and society, and matters related thereto; the establishment, jurisdiction, procedure and organization of the courts and other tribunals dealing with these matters, and the practice of the lawyers before such courts and tribunals.

French Speaking Common Law Members (National Conference/Branch Section)

www.cba.org/abc/new_ConferencesF/CJEF La Conférence des juristes d'expression française des provinces et territoires de common law (CJEF) a été formée pour servir de tribune et de bureau central d'information sur les activités juridiques offertes en langue française dans les provinces de common law. (The Conference was formed as a platform and central office for information on the legal activities offered in French language in the provinces of common law.)

General Practice, Solo & Small Firms (National Conference)

www.cba.org/CBA/New_conferences/General_Practice To recognize the role of the general practitioner and promote policies which enhance the general practitioner's effectiveness; to organize programs of interest to the general practitioner, including the economics and efficiencies of practice, quality of life, and the public's perceptions of the general practitioner's capacity and worth.

Health Law (National Section) www.cba.org/CBA/Sections/Health

Deals with any aspect of the law relating to health care, institutions and professions.

Insurance Law (National Section) www.cba.org/CBA/Sections/insurance

Law and practice affecting all matters relating to insurance and insurance practices including all fields of insurance and damages of insurance oriented cases.

Intellectual Property (National/Branch Section) www.cba.org/CBA/Sections/IP

Law and practice relating to all forms of ownership, licensing, transfer and protection of intellectual property and related property rights, including trademarks, patents, copyrights, industrial designs, plant breeders' rights, as well as trade secrets.

International Law (National Section) www.cba.org/CBA/Sections/International

Any aspect of International Law, its development and application in domestic law, that is of special interest to Canada, such as international environmental law, the action of United Nations and other international organizations in the field of international law, international legal conventions, international economic law and international trade and business transactions.

Labour and Employment Law (National/Branch Section) www.cba.org/CBA/Sections/Labour

Law and practice affecting labour/management relations and trade unions and their members; jurisdiction, procedure and organization of boards and tribunals dealing with labour/management relations, employment standards and the like, the establishment of and appointments to such boards and the practice of lawyers before such boards; principles and practice relating to collective agreements, and arbitration of labour disputes.

Law Practice Management & Technology (National/Branch Section) www.cba.org/CBA/Sections/lpm

This section is concerned with matters related to changes in the field of Office Management which have an important bearing on increasing efficiency and reducing the operating costs of law offices and other related subjects, such as the use of para-legal personnel, word-processing equipment, management and accounting systems, etc.

Legal Professional Assistance Conference (National Conference) www.lpac.ca

The Legal Profession Assistance Conference (LPAC) has the unique function within the CBA of providing continuing education, support and expertise to the Provincial Lawyer Assistance Programs across Canada. The Provincial Lawyer Assistance Programs provide professional support and assistance to lawyers, Judges and law students across Canada including confidential counselling, advisory and information services as well as personal support and peer group volunteers.

Maritime Law (National Section) www.cba.org/CBA/Sections/maritime

Law and practice of provincial, national and international nature, affecting shipping and matters relating to shipping, the establishment, jurisdiction, procedure and organization of Canadian admiralty courts, and practice of lawyers before such courts.

Media & Communications Law (National Section) www.cba.org/CBA/Sections/media

Concentration is directed to the complex areas of the law which relate to the specialized interest and problems of the media, in areas such as advertising, film production and distribution, exploitation of radio and television programmes, without however encroaching upon the main stream of concern of the other Sections.

Military Law (National Section) www.cba.org/CBA/Sections/military

This Section deals with Military Law, including the military system of justice and operational law, as well as uniquely military aspects of established substantive bodies of law practised by civilians such as criminal law, tort law, intellectual property, employment and human rights law, air law, maritime law and international law.

Municipal Law (National Conference/Branch Section) www.cba.org/CBA/Sections/municipal

Law and practice affecting municipal corporations and their municipal activities including taxation and rating; the effect of municipal activities on the public; the jurisdiction, procedure and organization of municipal quasi-judicial tribunals, the establishment of such tribunals and the practice of lawyers before them; law and practice of land use control and town planning.

Pensions and Benefits Law (National Section) www.cba.org/CBA/sections_pensions/main/

This National Section has been developed based on the rationale that pensions and benefits law affects all

members of the public across Canada, in all provincial jurisdictions and in the federal jurisdiction, and encompasses a wide range of complex legal issues. As such, a need existed for a national non-partisan voice to further the knowledge of pensions and benefits law within the legal profession to contribute to national policy, harmonization and legislative initiatives and to serve as a legal resource for the public.

Privacy And Access Law (National/Branch Section) www.cba.org/CBA/Sections/privacy

The purpose of this Section is: to review developing privacy legislation in Canada, to advise on such legislation, to promote the harmonization of such legislation and to consider and discuss all related subjects; to facilitate the exchange of information and ideas on privacy matters; to organized lectures and seminars relating to privacy law; and to promote and undertake research on privacy law and related matters.

Public Sector Lawyers Forum (National Conference/Branch Section) www.cba.org/CBA//new_Conferences/PSLC

The Public Sector Lawyers Conference is: a special interest group of CBA members who are employed as lawyers at some level of government or in a public sector agency; a forum for discussion of topics of interest to public sector lawyers; interested in bringing public sector lawyers together for personal and work benefits; a tool for promoting the interests of public sector lawyers.

Real Property (National/Branch Section) www.cba.org/CBA/Sections/R_Prop

This section is concerned with the problems inherent in the ownership, devising, mortgaging, liening, using, leasing and other dealings with real property including the following subject matters: estates, uses, trust and settlements; perpetuities; mortgages; easements and licenses; planning legislation and restrictions on use; realty taxes; registration and land titles systems; vendor and purchases; ecological control of land and financing problems on real property security.

Securities Law (Branch Section)

This section deals with sources of securities regulation applicable in Saskatchewan, including *The Securities Act (Saskatchewan)* and the regulations, notices and rules thereunder; the policies, notices, blanket orders and other instruments adopted by The Saskatchewan Securities Commission; the national instruments, multilateral instruments and national policy statements published by the Canadian Administrators; and the rules and policies set out by any other securities regulatory organizations having jurisdiction in Saskatchewan.

Sexual Orientation And Gender Identity (National Conference) www.cba.org/CBA/sogic/main

The purpose of the Conference/Section is to provide a forum for the exchange of information, ideas and action on legal issues relating to sexual orientation and gender identity; to encourage lesbian, gay, bisexual, transgendered and two-spirited lawyers to actively participate in the work of the Association; to develop and provide continuing legal education and other professional development programmes on legal issues relating to sexual orientation and gender identity.

Taxation Law (National/Branch Section) www.cba.org/CBA/Sections/tax

Federal and provincial legislation imposing taxes or duties and the practice under such legislation; the jurisdiction, procedure and organization of special courts and tribunals relating to taxes and duties, the establishment of such courts and tribunals, and the practice of lawyers before such courts and tribunals.

Wills, Estates And Trusts (National/Branch Section) www.cba.org/CBA/Sections/wills

Law and practice relating to wills, trusts, estates and their administration and matters including taxes and duties related thereto; the jurisdiction, procedure and organization of courts dealing with the foregoing matters, the

establishment of such courts, and the practice of lawyers before such courts.

Women Lawyers Forum (National Conference/Branch Section) www.cba.org/CBA/

The purpose of the Forum is to address the need for short and long term programs, plans and systems to promote and enhance the stature and influence of women in the legal profession.

Young Lawyers - CBA (National Conference/Branch Section) www.cba.org/CBA/YoungLawyers/Main To promote the activities and interest of young lawyers in the Association by: imposing responsibility at an early age; affording an opportunity of exchanging professional ideas among lawyers of similar age and experience; sponsoring programmes of particular interest to young people including young lawyers, university or high school students; the study of problems peculiar to the young lawyer.

Canadian Bar Association, Saskatchewan Branch Public Statement Policy

Statements on matters of policy and public interest on behalf of the Canadian Bar Association, Saskatchewan Branch are the prerogative of the President and, in his or her absence, the Vice-President. Such matters shall be:

- supported by a resolution of Council;
- where there is no relevant resolution of Council, the subject shall be referred to the next meeting of Council whenever practicable;
- when the subject is, in the opinion of the President, of sufficient importance and urgency that a statement cannot await the direction of Council, then such statement shall be approved by:
 - the Executive Committee where practicable;
 - failing that, any two of the President, Vice-President and Treasurer;
 - failing that, by the President alone.

Section Chairs may make statements on matters of policy and public interest supported by an existing resolution of Council. Where there is no such resolution, relevant statements shall be:

- supported by a resolution of the Section and approved by the Executive Committee;
- where it is not practical to comply with 1, supported by a resolution of the Section Officers and approved by the President, provided that such statements are clearly attributed only to the Section and not to the Canadian Bar Association, Saskatchewan Branch.

**Canadian Bar Association, Saskatchewan Branch
Policy for Diversity in CBA Legal Education**

The following policy, regarding the implementation of applicable National policies for diversity in CBA legal education, was passed by Council at its January 31, 2002 meeting:

WHEREAS National Council of the Canadian Bar Association adopted the following principles for diversity in CBA Legal Education:

- 13.16 That the Canadian Bar Association develop resources and professional development programming targeted to the needs and interests of women lawyers.
- 13.19.1 That the Canadian Bar Association adopt the goal of equal representation of both sexes on the roster of speakers at all events.
- 13.30 That the Canadian Bar Association develop programs and resources to educate the profession about the nature of discrimination, equality issues and the law and methods to deal with barriers to equality in the legal profession.
- 59 The CBA continue to expand the scope of its continuing legal education programs to include more courses on human rights law, equality theory, and anti-racist legal practice.

WHEREAS the Canadian Bar Association Saskatchewan Branch is bound by the policies adopted by the National Council of the Canadian Bar Association;

BE IT RESOLVED THAT:

- 1. The Canadian Bar Association Saskatchewan Branch shall provide a copy of this Policy to the Branch Continuing Legal Education Chair, Mid-Winter Meeting Planning Committee Chair and all Section Chairs at the commencement of each Chair's term. The Branch will require these Chairs to address diversity and their compliance with this Policy in their Annual Report. The Branch will also include this Policy in its Policy Manual and remind Council Members of this Policy at the first Council Meeting of each term.
- 2. The Branch Equality Committee will monitor compliance with this Policy and the national diversity policies.

Federal Submission Policy

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, which are inconsistent with CBA policy or with each other.

Scope

This policy applies to expressions of policy, analysis, recommendations, 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.

The following expressions constitute submissions:

- (i) formal written briefs, resolutions or recommendations of the CBA, or any of its constituent bodies;
- (ii) correspondence on Canadian Bar Association letterhead;
- (iii) correspondence signed by an individual acting on behalf of the Canadian Bar Association or in which the writer describes himself or herself as an Association officer holder and may be inference be taken to be speaking for the Association;
- (iv) appearance before Parliamentary Committees or other federal government bodies or officials.

Federal matters include legislation and other issues falling within the constitutional jurisdiction of Parliament, and other matters of national scope before federal government bodies or officials.

Policy

Submissions on federal matters are the prerogative of the CBA and its national constituent bodies.

1. Federal matters and legislation is normally addressed by the appropriate National Sections in cooperation and consultation with Branch Sections (CBA By-laws, articles 44A; 44C.1). Branch Sections may initiate a submission on a federal matter, but shall seek the approval of the National Section.
2. Where the National Section or the national Executive Committee decides not to make a submission, the Branch may seek the approval of the national Executive Committee to make the submission. The must demonstrate that:
 - a. the matter is of compelling public interest or a matter of special significance at the local or regional level; and
 - b. it has notified the other Branches of the submission.

A branch submission shall be permitted by the national Executive Committee, subject to approval in accordance with Branch procedures and shall be submitted to the Senior Director, Legal and Governmental Affairs for review and concurrence by the President that it its not inconsistent with previously adopted policy of the Association or the broader interest and concerns of the Association.

3. Where no appropriate National Section or other constituent body exists, a branch constituent body wishing to make a submission on a federal matter must nonetheless seek approval of the National Executive Committee, or the Senior Officers.
4. Questions as to whether the subject of a submission is a federal matter are governed by CBA Regulation article 8, relating to Branch action.
5. All submissions except those approved as Branch submissions under paragraph 3, are governed by CBA Bylaw articles 75 and 76, relating to public statements, and are subject to the approval process established in the CBA Submissions Guidelines.

Authorities

CBA Bylaw Articles:

- | | |
|------|--|
| 26. | Duties of Branch Presidents |
| 44A. | Special Tasks and Projects |
| 53. | Branch Sections |
| 55. | Approval of Resolutions |
| 56. | Immediate Action by the President |
| 75. | Public Statements on behalf of the Association |
| 76. | Public Statements by Sections |

CBA Regulations:

- | | |
|------|---|
| 7(6) | Mandate of the Legislation and Law Reform Committee |
| 8. | Branch Action |

**Canadian Bar Association, Saskatchewan Branch
Reimbursement of Travel Expenses for
Executive Committee Members**

All members of the CBA Saskatchewan Executive Committee will be reimbursed for the following expenses incurred while on CBA business:

1. All out of pocket expenses incurred while on Branch business. Receipts required.
2. Mileage at the established PSC/Treasury Board rate and parking or lowest economy airfare available via advance booking plus ground transportation to and from the airport. Receipts required.

Claims, with all supporting documents, must be submitted in writing within thirty (30) days of the meeting.

**Canadian Bar Association, Saskatchewan Branch
Reimbursement of Travel Expenses for
Council Members**

All CBA Saskatchewan Branch Council Members who reside outside the meeting city will be reimbursed for the following expenses relative to their attendance at Council Meetings:

1. Cost of one night's hotel accommodation for members travelling over 600 km (round trip). Receipts required.
2. Mileage at the established PSC/Treasury Board rate and parking.
3. No reimbursement is made for attendance at the Annual Meeting or the meeting of Council immediately preceding the Mid-Winter Meeting.

Claims, with all supporting documents, must be submitted in writing within thirty (30) days of the meeting.

**CANADIAN BAR ASSOCIATION SASKATCHEWAN
PERSONAL EXPENSE STATEMENT
FOR EXECUTIVE COMMITTEE MEMBERS**

PLEASE ATTACH RECEIPTS WHERE APPLICABLE

NAME: _____ **DATE:** _____

FIRM: _____

ADDRESS: _____

MEETING: _____

(i.e. MWM, Annual, Executive, Council, Committee; please include date of meeting)

MAKE CHEQUE PAYABLE TO: _____

(If different than above)

DESCRIPTION	EXPENSE	GST	TOTAL
Accommodation			
Airfare			
Cab/Ground Transportation			
Meals			
Kilometres travelled- _____			
Registration			
Parking			
Other			
TOTAL	\$	\$	\$

**CBA Saskatchewan Policy on Reimbursement of Travel Expenses
for Executive Committee Members**

All members of the CBA Saskatchewan Executive Committee will be reimbursed for the following expenses incurred while on CBA business:

1. All out of pocket expenses incurred while on Branch business (receipts required).
2. Mileage at the established PSC/Treasury Board rate and parking, or lowest economy airfare available via advance booking plus ground transportation to and from the airport (parking and airfare receipts required).

Claims, with supporting documents, must be submitted in writing within thirty (30) days of the meeting.

**CANADIAN BAR ASSOCIATION SASKATCHEWAN
PERSONAL EXPENSE STATEMENT
FOR COUNCIL MEMBERS**

PLEASE ATTACH RECEIPTS WHERE APPLICABLE

NAME: _____ **DATE:** _____

FIRM: _____

ADDRESS: _____

DATE OF MEETING: _____

DESCRIPTION	GST	EXPENSE
Kilometres travelled - _____		
Parking		
Accommodation		
TOTAL		\$

**CBA Saskatchewan Policy on Reimbursement of Travel Expenses
for Council Members**

All CBA Saskatchewan Branch Council Members who reside outside the meeting city will be reimbursed for the following expenses relative to their attendance at Council Meetings:

1. Cost of one night's hotel accommodation for members travelling over 600km round trip (receipt required).
2. Mileage at the established PSC/Treasury Board rate and parking.
3. No reimbursement is made for attendance at the Annual Meeting or the Council meeting immediately preceding the Mid-Winter Meeting.

Claims, with supporting documents, must be submitted in writing within thirty (30) days of the meeting.