



**TAB 3**

**Report to Convocation  
January 28, 2016**

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## **Audit & Finance Committee**

### **Committee Members**

**Christopher Bredt (Co-Chair)**

**Peter Wardle (Co-Chair)**

**Michelle Haigh (Vice-Chair)**

John Callaghan

Suzanne Clément

Paul Cooper

Teresa Donnelly

Seymour Epstein

Rocco Galati

Vern Krishna

Janet Leiper

Catherine Strosberg

**Purpose of Report: Information**

**Prepared by the Finance Department  
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## COMMITTEE PROCESS

1. The Audit & Finance Committee (“the Committee”) met on January 13, 2016. Committee members in attendance were Christopher Bredt (Co-Chair), Peter Wardle (Co-Chair), Michelle Haigh (Vice-Chair), John Callaghan, Suzanne Clément, Paul Cooper, Teresa Donnelly (phone), Seymour Epstein, Vern Krishna, Janet Leiper and Catherine Strosberg (phone)
2. Other Benchers in attendance: Derry Millar.
3. Law Society staff in attendance: Robert Lapper, Wendy Tysall, Diana Miles, Brenda Albuquerque-Boutilier, Sophia Sperdakos (phone) and Andrew Cawse.
4. Also in attendance: Kathleen Waters and Steve Jorgensen (LAWPRO).

TAB 3.1

**FOR INFORMATION**  
**REPORT FROM MENTORING AND ADVISORY SERVICES PROPOSAL TASK FORCE**

5. The Committee recommends funding of a new law practice coaching and advisory initiative for lawyers and paralegals as set out in the Mentoring and Advisory Services Proposal Task Force Report. The estimated annual cost of \$250,000 in 2016 will be funded from the Law Society's contingency in 2016. The estimated annual cost of \$490,000 in 2017 and \$600,000 in 2018 and beyond will be funded in the operating budgets of those years.
6. The report from the Mentoring and Advisory Services Proposal Task is before Convocation this month for approval. In summary, its recommendation is that Convocation approve a law practice coaching and advisory initiative for lawyers and paralegals.
7. A summary of the cost of the recommendations contained in the report is set out below.

2016 Estimate of Costs

Expense Category	Cost
Staffing/Salaries and Benefits - counsel lead and coordinator	\$200,000
Program Expenses - coach and advisor training, expense reimbursements and technology enabled interactivity	\$50,000
Total Estimated Budget 2016	\$250,000

2017 Estimate of Costs

Expense Category	Cost
Staffing/Salaries and Benefits - counsel lead, counsel and coordinator	\$390,000
Program Expenses - coach and advisor training, expense reimbursements and technology enabled interactivity	\$65,000
Office Expenses	\$35,000
Total Estimated Budget 2017	\$490,000

2018 Estimate of Costs

Expense Category	Cost
Staffing/Salaries and Benefits - counsel lead, counsel, coordinator and administrator	\$440,000
Program Expenses - coach and advisor training, expense reimbursements and technology enabled interactivity	\$110,000
Office Expenses	\$50,000
Total Estimated Budget 2018	\$600,000

8. The report notes that this budget is anticipatory, based on best estimates and should not be seen to preclude a request for additional funds from Convocation, through the usual budget process, if for example, remuneration for coaches is to be added to the cost of the program.
9. The 2016 costs were not included in the 2016 budget approved by Convocation in October. The report does not introduce any new areas of funding for the initiative. In the current year, funding would be sourced from the contingency which commenced 2016 with a balance of \$1 million.
10. In subsequent years, these costs would be included in the budget for those years. Adding these costs to the financial projections presented to Convocation in October, for 2017 and 2018, would add around \$10 to the annual fee for lawyers and paralegals in 2017 and an additional \$3 in 2018.

Articulated Objectives and Identified Performance Standards

11. The report notes that the initiative will be evaluated. This would occur no earlier than the fall of 2019. It also proposes to measure outcomes to determine links to improved competence of participants and fulfilment of the initiative's purpose and goals. In the Task Force's view the evaluation should include qualitative and quantitative information and focus on,
  - o whether the initiative is meeting the purposes and goals set out in the report;
  - o how the initiative is contributing to the enhancement of licensee competence; and
  - o what changes or additions could be introduced to enhance the initiative further.
12. The report notes that ongoing collaboration and focus groups with stakeholders, including users, legal associations and organizations with support programs, advisors and coaches and others is an integral part of the initiative on an ongoing basis. Any evaluation should reflect the outcomes and issues emerging from that collaboration. The Task Force is also of the view that there should be ongoing surveys of users.